

## **MEMORANDUM FOR PROJECTS PROPOSAL TO GIVE EUR-HOPE asbl**

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- (1) Project title
- (2) Information concerning the person or the organization presenting the project
  - a/ Name, address, e-mail and telephone number of the person or the organization
  - b/ If it's an organization, name, address, e-mail and telephone number of the project's responsible/ in charge
  - c/ Objectives, principal activities, the promoter association's statutes ( include, if possible, foundation date, number of members, articles of association, most recent activity report and accounts, list of activities already carried out or projects already implemented )
- (3) References of the person or organization presenting the project  
List (names, addresses, contact persons) of institutions or organizations from which the association has obtained any aid in the past
- (4) Project background description
  - a/ Precise location of the project with information about the general context (socio-economic situation, environment...)
  - b/ Description of the concerned persons : total persons, social strata...
- (5) Project description
  - a/ Previous history and project rationale- problem(s) which the project aims to solve or need(s) it aims to meet
  - b/ Overall objective of the project (for instance, contribution to self-sufficiency))
  - c/ Specific purpose (for instance, housing renovation)
  - d/ Number of beneficiaries
  - e/ Actions to be undertaken and, for each of these, needed technical and human means, planned activities/procedures and expected results
  - f/ Time frame (beginning and end of the project and, if required, intermediate stages)
  - g/ Availability and property of necessary infrastructures
  - h/ Availability of preliminary studies ( feasibility studies)
- (6) Project financial aspects : expected global cost, components and contributions
  - a/ Detailed initial investments ( pro-forma invoices)
  - b/ Detailed costs ( including depreciation) and recurrent income
  - c/ Detailed budget
  - d/ GIVE EUR-HOPE expected contribution to the budget
  - e/ Other institutions ' expected contributions to the budget ( names of the donors and persons' contacts)
- (7) Indications on the monitoring/follow-up and project sustainability
  - a/ Risks
  - b/ Method of management and functioning
  - c/ Technical, economical, financial, socio-cultural and institutional sustainability, environmental effects and beneficiaries' involvement
  - d/ Scheduling and mailing of operation reports : number, periodicity
- (8) Methods of payment ( bank, address, account number IBAN and BIC, recipient)