



PROJECT APPLICATION FORM

www.unitingpeople.com

Making a change together!

Dear Applicant:

Thank you for your interest to expose your vision and project to a larger audience, thereby enabling others to support and participate so that we can make a change together. To ensure credibility, transparency and proximity within the Uniting People platform, we kindly ask you to complete all the questions of the below application form and to return to us with the necessary documents. Thank you!

Please send completed application form to: info@unitingpeople.com

LEADER & TEAM

In this section, we would like to know more about the people and team involved in this project. To ensure integration and continuation, we require that a minimum of 3 people should be involved in the project, of which one person needs to be locally responsible. Within the team, please indicate who will be responsible for the communication with the participants and who will be responsible for (possible) financial matters.

1st PERSON: THE PROJECT LEADER

In this section about the project leader we would like to know about the person who initiated (or the person who leads?) the project and to share his/her passion and views with others.

- Full name
- Address (Street, number, postal code, city)
- Telephone
- E-Mail
- Skype address
- Passport or identification number
- Date of birth
- Short summary of your background
- Languages you can speak/write
- Please include a photograph

1. What inspired you to take this initiative? Answer:

2. What is your (future) dream regarding this project? Answer:

3. What would you like to say to future participants in yr project? Answer:

2ND PERSON

- Responsibility in the project
- Full name
- Address
- Telephone

- Passport number (?)
- E-Mail
- Skype address
- Date of birth
- Short summary of your background
- Languages you can speak/write
- Please include a photograph

3rd PERSON

- Responsibility in the project
- Full name
- Address
- Telephone
- Passport number (?)
- E-Mail
- Skype address
- Date of birth
- Short summary of your background
- Languages you can speak/write
- Please include a photograph

About the Organisation:

Please provide full details of the organisation:

- Who is the director or person in charge of the organisation
- If not a team member as listed above, give short summary of his/her background and personal details
- Organisation's Address (Street, number, postal code, city)
- Telephone
- Website
- E-Mail
- Formally registered as legal entity in (country) since (year)
- Legal registration number
- Additional information

IDEA & PROJECT

Project name:

Project duration:

Field of work (Education, Health, Environment,...)

Country/Area:

Explain your project

- What has led you (or the organisation) to start the project?
Answer:
- Describe the actual local situation you are addressing.
Answer:
- What do you want to achieve?
Answer:
- How are going to achieve it?
Answer:
- Description of the action plan? Indicate and describe flow diagram of phases.
Answer:
- What is your long term vision for the project?
Answer:
- How is your idea/project going to benefit the community or the situation?
Answer:
- Which results do you expect?
Answer:
- How can you measure those results (quantifying)
Answer:

- Have you received any awards or other type of support/recognition for your project (local, national, international)

Answer:

Visual material: To promote the project to a wider audience, we suggest (if available) to send us a video of max. 3 minutes in which the project leader expresses and explains his/her project and goals in a personalised way as well as any other material (photos, digital brochure, etc) that helps visualizing the project.

RESOURCES

Note: In your own interest, try to be creative when describing the resources. For many participants it's easier to support a project with time/talents/services than by sending money. We therefore encourage you to think creative in terms of human and material resources needed instead of only asking for financial contributions.

- What resources do you need to make your project possible?
 - Services or people given time
 - Goods
 - Money
- If services or time - Name types of people you need to develop your project and specify time. *For example:*
Accountant during 2 days a month to do the bookkeeping
Specialised therapists during 3 weeks a year for disabled children
Professional advise on sustainable energy supplies
- If goods - Name and describe type of goods, quantify
For example
 - 5 wheelchairs for our centre
 - 3 computers for our school
- If money
 - Amount of money needed in local and international currency (*do we list maximum amount?*)
 - Full description of the project budget
- Who will be the person in your team responsible for the money spending?
- References available (providers, clients or other)?
- Do you have other sponsors for your project? If yes, name them.
- Any form of formal local support given (chamber of commerce, city hall ..)
- Full bank details if you are applying for money
 Name and address bank, IBAN bank account number, account holders name and address.

ADDITIONAL DATA (documents to be included*)

(*these documents are only needed if you are requesting financial support)

- Proof legal entity
- Letters of reference.
- Financial data available (budget, balance and Profit & loss)
- Any accountants report available?

COMMUNICATION – DEVELOPMENT – COMMUNITY BUILDING

- Frequency of reports

How often will you be able to inform about progress and developments?

Bi-weekly / monthly / bi-monthly?

- Communication

Who is the person responsible for communication?

When is the best time in the day/week for participants to contact you?

What is the best way to communicate (email, skype or other)?

- Do you accept participants visiting the project?

How many per year?

Which it is the best time?

Any requirements for visitors?

- Agenda

Are you planning to participate in any event(s) in the next year?

If yes, please list them so that possible participants can meet with you.

- What do you expect form Uniting People community?

ETHICAL CHART

Our platform is based on human values and connections with the aim to bring people together for the betterment of society. As a platform we strive for transparency, effectiveness, empowerment and community building based on honesty and respect when dealing with each other.

For this reason, we are asking all projects leader and participants to follow the ethical chart and to live up to these human conditions which are essential to all involved.

1. Honesty in dealings and information which includes complete transparency in finance and logistics.
2. Aiming for sustainability: providing the best outcome for both human and natural environment.
3. Stimulate self-responsibility, self reliance, individual skills development and reciprocity.
4. Respect and stimulate local leadership, involvement and autonomy
5. Open to each race, gender, religion, culture and country.

0 Yes we agree to the ethical chart.

Place:.....

Date:.....

Names of all three team members:

1)

2)

3)