

Funding Application to contribYOUte gGmbH

for micro-project funding (up to €10,000)

Important Note: Funding is limited to a maximum of 10,000.00 Euro per project.

A. Information on the applicant organization

Item	Information
1. Name of the organization	
2. Legal form	
3. Address & Country	
4. Year of foundation	
5. Charitable status (Please attach proof)	
6. Main contact person	
7. E-mail address	
8. Phone number	
9. Website	

B. Information on the local project partner (if applicable)

The quality of the local partner is crucial for approval.

Item	Information
1. Name of the local partner	
2. Type of organization	
3. Location (Country, Region)	
4. Previous cooperation (Brief description of experience with the partner)	

C. Project data and background

Item	Information
1. Project title	
2. Project location (Country/Region/City)	
3. Planned duration	
4. Direct target group	

D. Project details

1. Problem description / Starting situation (max. 500 characters):

Briefly describe the status quo that justifies the need for the project.

3. Project goals and expected impact (max. 500 characters):

What concrete, measurable goals should be achieved by the end of the project duration?

5. Planned measures and approach (max. 1,000 characters):

How exactly will the project be implemented? (e.g., purchase of X, implementation of Y training days).

7. Contribution to the mission of contribYOUte (max. 300 characters):

How does your project contribute to the creation of your own projects in cooperation with partners?

E. Budget and financing**1. Financing overview:**

Position	Total costs (EUR)	Requested from contribYOUte (EUR)	Own/Co-financing share (EUR)
3. Total project amount (Max. 10,000.-€)			
4. Thereof material costs			
5. Thereof personnel costs (local)			
6. Thereof administration/overhead (Max. 10%)			

7. Explanation of the own/co-financing share:

Will the remaining amount be covered by other donors or own contributions (financial or labor) of the partner/target group?

F. Sustainability and risk analysis**1. Project risks (max. 300 characters):**

Which risks could jeopardize the implementation of the project and how are these minimized?

3. Long-term sustainability (max. 500 characters):

How will the project be continued after the end of the funding and how will the financing of follow-up costs be secured?

G. General funding conditions and binding declaration**1. Use of funds and proof of use:**

2. The organization undertakes to use the funding exclusively for the measures described in this application and in accordance with the approved budget. At the latest six months after the end of the project, a proof of use (narrative and financial report with receipts) must be submitted unsolicited to contribYOUte gGmbH.

3. Repayment of funds:

4. The applicant organization agrees that contribYOUte gGmbH may reclaim the entire funding amount if:

- the project is not carried out or not carried out in essential parts according to the approved application and the goals,
- the funds were not used in accordance with the statutes or for the intended purpose,
- the deadline for the proof of use (see G.1) has expired unused,
- funds were not spent at the end of the project.

9. General assurances:

10. The total financing requirement of the project is covered as soon as the requested funding from contribYOUte is approved.

11. The implementation of the measure has not yet begun.

12. All information in this application is complete and truthful.

13. We agree to the publication of the project title, project country, funding amount and a brief description.

Place, Date:

Name and legally binding signature(s):

Please attach the following documents: Proof of charitable status, detailed cost plan/budget table, if necessary proof of the local partner.