**Application for funding**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Project name: |  |
| Name, passport/ identity card no., qualifications of the project officer in Afghanistan |  |
| Location of Implementation |  |
| Implementation period/ duration: |  |
| Amount needed |  |

**Project description**

1. **Initial situation:** Who lives in the area/village where the project is being implemented? Are there ethnic conflicts? What is the security situation, economic situation (what do people live off), what is the situation of girls and women and other aspects that affect life (e.g. climate crisis). Finally, a short description of the project context (water, education, infrastructure .....). depending on what the project is focused on).
2. **Objectives**: What should be achieved with the project? How many people benefit from the project and who? How do women and girls benefit from the project ?
3. **Implementation:** Who participated in the project identification? Who will be involved in the project implementation (if needed, also name workers and transport companies)? Do the people have the capacity (experience)? What is needed: List all materials, list all actors who will receive funds from the project. How will the project be implemented? What are the steps that need to be taken? What are the risks that could jeopardize the implementation?
4. **Other remarks:**
5. **Documentation, evidence and proof**

The association "Ein Herz für Afghanistan e.V." is responsible both to its donors and to the tax office in Germany for the proper use of funds. It is extremely important that a receipt is provided for every single expenditure. If there is no proper documentation, further actions can no longer be supported and the association runs the risk of having to cease its activities.

Therefore, be sure to provide the following evidence:

* Photos (& videos) of the place before the project starts
* Photos of the purchased materials (also food)
* Receipts of all purchased materials
* Photos (& videos) during work, which also prove how many people are working (also cooking)
* Receipts of all salaries and services that have been paid
* Photos (& videos) of the progress of the project
* Photos (& videos) of the completion of the project
* Photos (& videos) of the benefits of the project (water being used by villagers, women writing, roads being used, ....)

1. **Detailed budget**

List as precisely as possible of all costs : material costs, materials, wages for services, workers, etc.

Very important: no expenses will be accepted without receipts!!!!!!!!!!!

Therefore, it is very important that the requested expenses of the budget items match the

real expenses. All changes must be agreed with the association in advance. !!!!!!!!!!!!!!!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Budget item** | **Amount** | | **Currency** | |
| 1 |  |  | |  | |
| 2 |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  |  |  | |  | |
|  | Total : | |  | |  |

**To be completed by the project observer**

|  |  |
| --- | --- |
| Consent: | Rejection: |
| Comment: | |