

The Global Fund for Forgotten People

Grant Application Form

Please check the Fund's **Grant Making Policy** before you submit this form.

Please ensure you have answered ALL questions, and included ALL documents required.

This form should be submitted to grants@forgottenpeople.org in time for the biannual deadlines of 31st March and 30th September. Please note we are not able to support all applications submitted, and we will inform you whether your application has been successful within 10 weeks of the application deadline.

If you have any questions, please contact the Grants Team: grants@forgottenpeople.org

Your application must also include the following supporting documents (where possible, please send documents in English):

- Most recent annual report (if available)
- Most recent financial statements (last two years), audited if possible
- Detailed budget/ financial summary for project and expenditure of grant (in Excel)
- Copy of charitable registration document(s)
- Copy of safeguarding policy
- Up to 10 high-res photographs (with permissions if appropriate) including details of what/who the photograph shows. Photos should be send as separate attachments and not embedded in word or pdf documents.

GENERAL ORGANISATIONAL INFORMATION

Contact details

Please provide details of the principal contact person for this application

Contact name	
Job title	
Telephone (office)	
Mobile/Cell	
Email	

Organisation details

Please provide details of the charitable organisation that controls or coordinates the project that you are submitting the application for.

Charitable organisation name	
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Web site and Social Media pages	
Charitable registration authority	
Charitable registration number	
Registered address of charitable organisation	
Country of registration (and Head Office, if this is different - please specify)	
Year of charitable registration	
Registered charitable purpose	
Principal charitable activities and location of activities	
Annual Income & Expenditure (US\$)	
What is your current level of reserves?	
What are your main sources of funding? Governments? Other Order entities? Private fundraising? Foundations?	



Details of Board of Directors or Trustees e.g. full names, contact details and positions held	
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Which of the following policies does your organisation have? Please tick all that apply:

- Anti-corruption/Fraud/Money Laundering
- Complaints
- Equal Opportunities
- Data Protection
- Insurance
- Risk Assessment & Management
- Safeguarding
- Volunteering

PROJECT INFORMATION

1. What is your project called?

e.g. Soup Kitchen for the elderly

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2. The Global Fund for Forgotten People provides support to projects that are owned, controlled or delivered directly by the Order of Malta. Please detail how this project is managed.

If the project is a partnership between the Order of Malta and a local partner, please give details of the partnership: what oversight is retained by your entity of the Order? Is there Order branding/visibility for the project? Please provide copies of any formal agreements.

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3. Where does the project operate?

i.e. Geographical location.

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4. Is this a new project or an expansion of an existing project? If it is an expansion of an existing project, please describe what has already been achieved?

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5. Describe the problem this project is aiming to address.

6. Describe the key objectives of the project? Please use as many specifics as possible.

e.g. To provide healthcare for x community which is affected by x issue

e.g. To reduce infant mortality in x place by 40%

7. How many staff members and how many volunteers are involved in the running of the project?

8. Who are the target beneficiaries of this project? Please provide a profile of those you are helping, and why the people you help are 'Forgotten'.

e.g. Homeless people living in the city. The city has the highest rate of homelessness in the country, with X number of people living on the streets.

9. How many people do you anticipate that this project will help in the coming year? If the project is already running, how many did it support last year?

Please include direct and indirect beneficiaries if relevant.

10. Please describe here anything that you think makes this project special, or particularly in need of support.



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11. How would a grant from the Fund specifically impact this project?

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12. Are you collaborating with other charitable organisations in targeting this problem?

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13. What measures are in place to ensure the project's long term future is secure?

e.g. We train x local nurses each year to deliver the work so that, over the course of five years, the project has a clear exit strategy; or we are co-operating with the local government to increase awareness of the issue and equip them to take responsibility (e.g. for finances or project delivery).

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Financial information

ALL applications MUST include a detailed annual budget, in US Dollars, in Excel for the project. This should include a detailed outline of expenditure as a whole, AND a breakdown of how the grant from the Fund will be used.

Has this project received a grant from the Fund before? If so, please provide details of the dates and amounts	
Total annual expenditure of project (US \$)	
Amount allocated for administration and overheads of project (US \$)	
Requested amount from the Fund (US \$)	



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14. If this is not a new project, how has this project been funded before? Why are you applying to the Fund specifically for this project?

Donors (names), foundations and grants. Association or Relief Service national budget allocation

15. Has this project received any support from other Order of Malta entities (Associations, Embassies, Relief Services)?

If so, please provide basic information about the date and nature of this support.

DECLARATION

ALL applications must be signed by the relevant authority, as appropriate: the President or Hospitaller of an Association, the Director of a Relief Service, or an Ambassador of the Order.

I confirm that:

- To the best of my knowledge and belief, all the answers given in this application are true and accurate.
- The organisation will adhere to the terms and conditions of the grant should this application be successful.
- The organisation agrees to submit updated copies of the supporting documentation and to allow an external evaluation if requested.
- I am duly authorised to sign this declaration on behalf of the organisation named on this application.
- If the funds are received, they will be used for the purposes stated above.
- Any funds not so used will be returned.
- Any reports requested on the use of funds will be submitted.

Signed*: _____

On behalf of: _____

Position: _____

Date: _____

**An electronic signature is sufficient.*