



ISTANBUL

## Grant application guidelines

1. **Executive summary (maximum 1 page)** Please include the following in the summary:

- Project name, name of your organisation, email address and phone number etc.
- Aim of the project
- Expected results
- The requested funding amount
- Geographical area of implementation
- Why your organisation is uniquely positioned to conduct this project

2. **Information about the applicant**

Organisational form (non-profit organisation, foundation, association etc.), the organisations operational focus, year of the establishment.

Does the organisation have any co-applicants and/or receiving funds from other donors?

Describe the organisation's policy regarding gender equality.

Describe the organisational structure (staff/volunteer/women/men and board/personnel).

Describe the anti-corruption policy of the organisation.

(Please attach the relevant documents if available).

Include your risk analysis concerning your activities.

Describe the organisation's vision and mission.

Describe your added value in the current Turkish context.

3. **Planned activities**

Describe in detail your project idea. Please include the following:

The activity period (dates)

Your theory of change (how will the activities lead to your aimed results).

Target groups

Planned activities

#### 4. Budget

Please share your budget separately (in an excel sheet). Information about the following should be included:

The grant sought from the Consulate General

The total amount of the project

Your own contribution and other donors (if any)

Break down all the costs in budget lines. No lump sums.

Budget notes should be included.

The budget should be calculated only in Turkish Liras.

Please add the hours of part time working staff members.

Add a budget line for the audit (if an audit is required).

#### 5. Other Matters

The following documents must be attached to the application

- The annual financial and audit report for the most recent financial year
- Applicable bye-laws or memorandum of the association
- Records or other documents that certify authorised representatives.
- Anti-corruption policy.
- Risk analysis concerning the activity of the envisaged grant.

#### 6. Signature of authorised representative and date

Please sign and stamp the project proposal before submitting it.