



APPLICATION GUIDELINES

The application process consists of two parts. For the first part of the application process please download all required documents from <http://www.hopes-madad.org/call-for-proposal/>

Important: There are two types of application forms; Annex 2 – Application Form A – Research Projects and Annex 2 – Application Form B – Non-Research.

Application Form A must be used to submit a proposal for research projects only. All other, non-research proposals must use Application Form B.

All other required documents to be submitted, including the online application, are identical for research and non-research proposals.

The second part consists of an online application form which is requested by applicants to fill up. The required downloaded documents must be filled in and uploaded to the uploads section of the online application form available on <https://delta.nuffic.nl/Application/Apply/40>

DELTA Online Application

Please review and fill up the downloaded Annexes before starting the online application.

Important: We advise you to have all the required information to hand before starting your online application. It is NOT possible to go through the registration process in Delta in stages and save the information and documents you submitted, to continue at a later stage. You need to finish the process in one go. Please read the instructions carefully before you start filling out the registration form.

All fields are mandatory to fill up unless they are indicated as optional.

Basic Information

Title of the project	Please enter the title of the project.
Country	Please enter the name of the country in which the project will be implemented.
Name of organisation	Please enter the name of the leading organisation in the implementation of the project
Acronym	Please the acronym of the organisation (if applicable).
Address1 street and number	Please enter the address of the organisation in details
Address1 city	Please enter the city in which the organisation is located
Address1 country	Please enter the country in which the organisation is located
Telephone 1	Please enter the telephone number of the organisation
Website	Please enter the website of the organisation (if applicable)
Type of organisation	Please select the type of the organisation. Only the type of eligible organisations stated in Annex 1 – Announcement will be considered for selection
What is the goal or mission of your organisation	Please enter clearly the goal and mission of your organisation
Where did you learn about the Call	Please select the channel through which you learned about the Call



Contact Person

Please use this section to provide information of the contact person for the HOPES Project

Bank account information

Please use this section to provide information on the organisation's bank details.

European Partner (If applicable)

Please use this section to provide information of the European partner of the project. Please note that this section is optional and only mandatory to be filled for organisations which have a European partner as a partner in the implementation of their HOPES project.

Information on the Implementation

- Duration** Please enter the duration of the project (in months). Please note that the maximum eligible duration of projects is 12 months
- Start date** Please enter the expected start date of the project
- End date** Please enter the expected end date of the project
- Budget** Please enter the requested budget for the project
- Direct Beneficiaries** Please the enter the estimated number of the direct beneficiaries of the project
- Indirect Beneficiaries** Please the enter the estimated number of the indirect beneficiaries of the project
- Direct Female Beneficiaries** Please the enter the estimated number of the direct female beneficiaries of the project
- Indirect Female Beneficiaries** Please the enter the estimated number of the indirect female beneficiaries of the project
- Examination** Do you intend to conduct an examination in the education/training to be provided through your project
- Evaluation** Do you intend to conduct an evaluation during implementation of the project

Uploads (Documents to prepare in advance)

Please note that Annex 2, Annex 3, Annex 4 are mandatory to be submitted by all requesting organisations. Annex 5 is mandatory for organisations requesting a budget above €8,000.

Annexes should be downloaded from <http://www.hopes-madad.org/call-for-proposal/>

Each Annex should be uploaded in PDF format and not exceed 5MB. Each annex should include as part of it and submitted as one document the following:

Annex 2 - Application Form, Detailed Description of the project, Indicative Work Plan and Action Plan of the Project, Cost break down
Annex 3 - Grant Recipient Bank Account Details (signed and scanned)
Annex 4 - Document of legal registration, showing that the organisation is registered in one of the eligible countries



FOR PROJECTS ABOVE €8,000
Annex 5 - Checklist Organisational Capacity Assessment (See COCA), Organisational chart and description of staff numbers and functions
*Annex 4 does not have a template, please upload the document of legal registration of the organisation.

Dummy

This section does not require any action

Convert documents to PDF

The Portable Document File (PDF) format is commonly used to share documents. However, it may be that your documents are in other formats, such as .doc, .jpeg and so on. Follow the instruction below to convert your file to PDF format:

Save a Microsoft Office (word, excel, PowerPoint) document in PDF format:

- > If you have Microsoft Office version 2007 or later, you can click on File/Save as. A 'save as' screen will pop-up, click on the drop-down box 'save as' and choose 'PDF'.
- > If you have an earlier version of Microsoft Office, continue to the instruction on how to save other files in PDF format:

Save other files in PDF format:

- > PDF printer: it is possible that you already have a PDF printer installed on your computer. In that case, you can 'print' your document to PDF. Go to the print menu in your document and choose the (Adobe) PDF printer instead of your default printer. Do not use quick print, as the system will then choose the default printer automatically. Instead use the full print function in your software.
- > Local desktop software: it is possible that you already have software on your computer that can convert files to PDF format. Please check with your system administrator. If you have administrator rights, you can also install a free PDF creator on your computer. There are several free PDF creators available for download on the internet. An example is PDF Creator <http://www.pdfforge.org/>. Go to the download page and download the application. On the support page you can find the user manual.
- > Online: there are several websites where you can convert your document to PDF format for free. An example is <http://www.freepdfconvert.com/>. Click on the 'browse' button to choose the file you want to convert to PDF, fill in your email address and click on 'Convert your file'. The file will be sent to you in PDF format. Please make sure that the website you are using has a privacy policy that protects your confidential information.