**Introduction**

**Knorr-Bremse Global Care Asia Pacific (KBGC AP)** funds primarily projects focused on education. In the allocation of funds, we place particular emphasis on sustainable and impact-oriented project selection criteria.

The purpose of this application form is to introduce the specific project for which you are applying for funding, explaining how it is embedded in the “big picture”. We want to understand how your project addresses the cultural, traditional, and practical needs of the local people, how it takes into acount the conditions of the respective region or country and how the requested funding is to intended to make an impact. In addition, we want to know about the long term vision you are pursuing as an organization and what higher ranking goals you are striving for.

If project receives final approval from the **KBGC AP**, the final version of this application will form part of the legally required funding agreement. We therefore ask you to provide accurate details.

**Basic Project Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of application: |  | | | |
| Name and contact information of project submitter:  (telephone & email) |  | | | |
| Name of organization: |  | | | |
| Brief project title |  | | | |
| Project Focus: |  | | | |
| Country | Please select a country from the list: | | | |
| Project Duration: | Start date |  | End date |  |
| Anticipated number of direct and indirect beneficiaries: |  | | | |
| Funding amount requested from KBGC AP |  | | | |
| Is there additional funding from other sources for this project?  (state amount and sources) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Total |
| Organization Contribution |  |  |  |  |
| Other Contributions |  |  |  |  |
| Funds requested from  KBGC AP |  |  |  |  |
| Total |  |  |  |  |

**Organization Information**

|  |  |
| --- | --- |
| Name of Organization: |  |
| Address of Organization: |  |
| Link to homepage (if available): |  |
| Main contact person  (Name, title, email and tel): |  |
| Founding year: |  |
| Legal status |  |
| Tax exemption ID |  |
| Vision: |  |
| Focus of work |  |
| Revenue structure:  (Main source of revenue) |  |
| Number of full time employees |  |

**Narrative Description**

|  |
| --- |
| What is the basis problem that the organization wants to address with this project? |
|  |
| What is the existing social situation, and what are the causes and extent of the problem? |
|  |
| How were the needs determined? |
|  |

|  |
| --- |
| Which consequences must be anticipated if the problem is not addressed?  (if data is available, please state the cost of social consequences) |
|  |
| Which target group is affected by the basic problem?  (Please provide details of socio-economic characteristics of the target group – e.g. level of education, profession, income, ownership, etc) |
|  |
| Will the target group be involved in the implementation of the project? If yes, how? |
|  |
| Outline your long term concept for tackling the basic problem. |
|  |
| What contribution will the funds requested for in this project have towards tackling the basic problem described? |
|  |
| Describe your individual activities. Which measures must be implemented in order to achieve the project goals? What exactly must be funded through the requested fun from KBGC AP? |
|  |
| Do any government programs exist? Are there other non-profit organizations or commercial enterprises that are also endeavoring to solve the problem in the field? Are you already collaborating with these protagonists? Do other cooperation with government of civic organizations exist? |
|  |
| How were the activities funded until now? How will the activities be financially secured at the end of funding by KBGC AP? |
|  |
| Who will be responsible for the initiative in the field in the long term? |
|  |
| Are there any existing risks in the implementation and success of the project (political/economical/local challenges)? If yes, how can they be minimized? |
|  |

**Annex: Documents to be submitted**

Please attach all relevant documents (as far as available) in digital form as a collected PDF file.

Documents relating to the organization

* Certificate of charitable status
* Annual reports of the last two years

Project

* Details of location, including map
* Photos on previous and planned activities
* Detailed budget. At least two independent, detailed cost estimates for the funds requested.
* Letter of Commitment (if applicable) from a contributing third party
* If project enables savings, calculation of expenses saved in the future
* For training programs – planned curriculum or training content.
* List of expenses after phase out and proposed long term funding

For building projects

* Detailed description, building plans and calculations
* Cost estimate
* Proof of ownership of the site developed and proposed building. In case of a leased site, lease agreement with modalities and lengths of agreed use.
* Proof of construction by qualified personnel
* Proof of suitability of site for proposed construction