**Relief aid appeal to**

**EN2**

**the Hungary Helps Program**

Appeal form applicable for non-emergency relief project proposals.

Other forms available for fast relief emergency aid proposals and construction projects.

|  |  |
| --- | --- |
| **Organisation** | |
| Full name of your organisation: |  |
| Postal Address of your organisation: |  |
| Name and title of person officially representing the organisation: | Surname, Name and title of President/ Director General/ Executive Director etc. |
| Name and contact details of the person in charge of this given project: | Surname, Name, everyday used E-mail address and working Mobile number |
| Website of the organisation: | **http://** or **https://** address  If no website is available, we need a brief (about one page) description of the experience and capabilities of the organisation, areas of expertise, geographical coverage and partner references with contact persons and contact details. |
| **Project Proposal** | |
| Name of the project: | for example: medical/ educational service in a given location/ for a given group of people (please specify as well as possible) |
| Type of the project: | 1./ Supply of medical service (including eg. post war traumatology and psychologic assistance) or  2./ Supply of educational service (including eg. care of orphan, handicapped and other underprivileged children) or  3./ Peace building (eg: support of interchurch communication, sensitization of conflict groups) or  4./ Advocacy (eg: organising conferences, press releases, communication) or  5./ Disaster prevention and preparedness (eg: building responsiveness, contingency stocks, early warning system, etc.) or  6./ Volunteer programme and technical assistance not listed elsewhere |
| Location of the project: | Location specifying the country, the region and the town of the deployment **and** the exact Google Earth coordinates of every project’s site. |
| Description of the project: | Maximum one page description that also clarifies the eventual specificities of the target group in terms of ethnicity, religion, age, gender, etc. and gives the expected number of direct and indirect beneficiaries of the project. |
| Total amount of funding requested from Hungary Helps and the grand total of the full project: | Please specify the budget that will be self-funded and mention all other external financial sources that would be contributing to the project. |
| Detailed budget of the funding requested from Hungary Helps: | Please give unit prises and quantities of the main items that will be contracted. Please give sub-sums for human resources costs (for example salaries), overhead costs (electricity, water, gas/fuel, etc.) consumable costs (office supplies, cleaning supplies, toys, books, etc.), fixed asset costs (furniture, equipment, etc.) and other cost (for example traveling costs). Mention all currency with the 3 digit international currency code. |
| Description of the planed implementation: | Please mention all the known subcontractors and local partners of the implementation.  Please give the Website and/or Facebook account of all the known partners. |
| Description of the long term sustainability of the project: | Please explain why or how the local beneficiaries will feel that the project is their own. Name the local organisation that will be operating the project and explain how the given organisation will gain financial resources to operate the project after the initial implementation, after the consumption of the donation. |
| Anticipated start and finish dates of the project: | Exact dates in Day/Month/Year format please. |
| Difficulties and challenges to be expected during the construction/ reconstruction: | for example: territorial changes in conflict zones, lack or malice of local authorities, extreme terrorist threats, etc. and your possible plans to overcome these difficulties. |

<location, date and signature>