

## Identification Form (2 pages)

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### Person submitting the application

Family name (surname)	<input type="text"/>
First name	<input type="text"/>
Function / position	<input type="text"/>
Email	<input type="text"/>
Instant messaging (ex. Skype)	<input type="text"/>

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### Organisation submitting the application

Name of the Organisation	<input type="text"/>
Acronym/abbreviation	<input type="text"/>
Address	<input type="text"/>
Postal code	<input type="text"/>
Town	<input type="text"/>
Country	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
Social media (ex. FB, Twitter, etc.)	<input type="text"/>

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### Short information on the project

Project title	<input type="text"/>
Country where the project takes place	<input type="text"/>
Start date	<input type="text"/>
End date	<input type="text"/>
Description of the context and background of the project	<input type="text"/>
Short description of the project	<input type="text"/>
Program area	<input type="text"/>
Overall activities	<input type="text"/>



## Please send us the following documents **Identification form** and **Letter of inquiry**

Please note that the Foundation will **not** review a file if the application is incomplete.

### 1. Content of a letter of inquiry

We do not have a standard format for proposals, nor do we have a deadline for initial inquiries. However, the letter of inquiry should not exceed 5 pages (not counting requested financial information and other supporting documents) and must include the following information:

#### a) A presentation of the applying organization

- Its area(s) of expertise
- Its date of establishment in the geographical context, together with an overview of past and current activities
- Information on the organization's previous relevant experience in the proposed field of intervention

If the project is in collaboration with another organization such as a local partner, make sure to also include the above requested information on the latter.

#### b) A description of the proposed project

- Its justification, its general and specific objectives
- The proposed activities
- The estimated number of direct and indirect beneficiaries
- The expected results
- The project's duration and if already known, its planned start and end dates

If the project is in collaboration with another organization such as a local partner, make sure to also provide detailed information on the role and responsibilities of each party.

#### c) Financial information

- The project's budget and the contribution requested from Pro Victimis
- The organization's budget for the current year with the indication of its funding sources (list of donors) and the organization's finances (expenses and revenues) of the 3 previous years.

### 2. Sending the information

Letters of inquiry and accompanying documents should preferably be sent by email to: [contact@provictimis.org](mailto:contact@provictimis.org)