

# Application Form

## Bank Windhoek Social Investment Fund



**Applicants may use separate attached sheets if additional space is needed to complete questions.**

### A. INFORMATION ABOUT THE APPLICANT ORGANISATION

1. **Name of Organisation** \_\_\_\_\_

2. **Contact Details**

2.1 Street Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.2 Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.3 Phone \_\_\_\_\_ 2.4 Fax \_\_\_\_\_

2.5 E-Mail \_\_\_\_\_

2.6 Contact person and designation \_\_\_\_\_

3. **Banking Details**

Bank and Branch: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account number: \_\_\_\_\_





12. What plans does the organisation have to become more financially sustainable?

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13. Have you received funding from Bank Windhoek before?  Yes  No  
If yes, state when, how much and for what purposes

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14. Have you appointed independent auditors  Yes  No  
If yes, please state their name and address

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**B. INFORMATION ABOUT THE PROJECT FOR WHICH FUNDS ARE REQUESTED**

1. Name of Project \_\_\_\_\_

2. Which geographic area/s is/are served by the Project? \_\_\_\_\_

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3. State the objectives of the Project (If these are different from the organisation's goals)

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**7. Who will benefit from the Project and what is the anticipated number of direct and indirect beneficiaries? Use table below**

Project Beneficiaries – name grouping	Number	What improvement can they expect? (Describe briefly)
Direct		
Indirect		

**8. How long will the Project (as a whole) take to implement? \_\_\_\_\_**

**9. Amount requested from Bank Windhoek Social Investment Fund \_\_\_\_\_**

**10. How does the organisation (monitor and) evaluate the work of the Project?**

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- Attach other documents, where available: Constitution; Annual Report/s; Financial Statements; Evaluation Report/s
- Attach a full one-year Budget for the Project. Indicate for which aspect you are requesting Bank Windhoek Social Investment Fund support. And indicate how much of the total budget has already received committed support from other donors. List these donor sources.

## **Budget Format**

The Bank Windhoek Social Investment Fund requires a full budget breakdown reflecting all the anticipated costs of the Project over a one-year period. Some of the following headings may help as a guide:

- Staff costs/stipends
- Transport
- Capital costs: materials and equipment (specify)
- Administrative/management costs linked to project
- Research and Development
- Networking
- Design and planning processes
- Staff development
- Loan fund (Income Generating Projects)
- External evaluation

### ***Training Costs (breakdown)***

- Staff/consultancy costs
- Training facilitation costs
- Training materials/aids
- Transport
- Accommodation and meals
- Venue costs
- Mentoring/post-training support and follow up
- (External) course costs