



**Application Form for Makoto Maki Foundation's Charitable Funding**

Makoto Maki Foundation's charitable funding focuses on children's needs in poor and developing regions in areas of health, education and skills training. Any funding application to Makoto Maki Foundation should ideally meet the following criteria:-

- Working in partnership with local people
- Minimal administrative costs/overhead expenses
- Effective and responsible leadership in the organisation, planning and construction of a project
- Maximising use of local resources and local labour
- Reduction of dependency on external resources and improved self-sufficiency
- Lasting benefits to individuals and/or communities
- An ability to provide regular feedback and progress updates including photographs whenever possible

**Procedure to Apply**

Applications in English should be sent to  
 Makoto Maki Foundation  
 Saturnusstraat 46  
 2132 HB Hoofddorp  
 The Netherlands

Or by e-mail to [info@makotomakifoundation.org](mailto:info@makotomakifoundation.org)

**GRANT APPLICATION FORM**

<b>Date</b>	
<b>Name of Organisation</b>	
<b>Name and Title of Head of the Organisation</b>	
<b>Project Contact Person and Title</b>	
<b>Mailing Address</b>	
<b>Phone (include country code)</b>	
<b>Fax (include country code)</b>	
<b>E-mail</b>	
<b>Website (if applicable)</b>	
<b>Organisation's Annual Budget for Current Year (in US \$ or Euros)</b>	

Amount requested (in US \$ or Euros)	
Name/Affiliation/E-mail address of Person who referred you to Makoto Maki Foundation	
Project Title	
Summary Description of Project for which you are seeking support (3-4 sentences only)	

### **I. ORGANISATION**

1. Provide a brief history of your organisation, including date founded, original and present source of funding, current activities together with your vision and objectives, plus your larger long-term aims over and above your objectives and goals.

2. Explain the structure of your organisation:

a. Names of board members and their occupations/positions in the community?

b. No. of Staff:           i) Salaried?

                                  ii) Voluntary?

c. Is there any other information which you consider relevant about your organisation?

3. Please enclose:

Annual surplus/(deficit)

Savings (Reserves, cash or investments)

Do you plan to use some, or all, of the reserves for the project and, if not, why not?

### **II. PROJECT**

1. Please provide a detailed description of the project for which you are requesting funds.

2. Please list the objectives and targets of the project.

3. Please provide a time-schedule for the project detailing each activity's starting and completion dates.

4. Describe the community which your project will serve, its size, and the specific issues which you are seeking to address.

5. Please explain in what way the local community is involved with or contributes to the project and/or your organisation? E.g. volunteer help, gifts in kind, etc.

6. How in the future do you think the project could become sustainable with external funding?

### **III. BUDGET**

1. Attach a detailed project budget in US dollars or Euros outlining each item's expenditure and its significance to the project.

2. A) Capital costs – item / activity: funds required?
3. Running costs – item / activity: funds required?
4. If the amount you are requesting is less than the total amount of the project, you need to tell us how you plan to raise the rest of the money you need. If you have applied to other organizations for funding, please tell us which ones. Please tell us if these applications are still pending or have been rejected/awarded.
5. How much of the project costs do you anticipate being able to raise yourself?
6. How much have you raised to date?

**V. SUSTAINABILITY**

1. Please outline the anticipated long-term effect of the project on the community served.
2. How will the target population continue the project activities after the Makoto Maki Foundation funding period ends?
3. How many people (and in what ways) do you expect to benefit from your project/activity?
  - a. Directly
  - b. Indirectly

**V. EXTERNAL OPINIONS**

Please provide three reference names from outside your organisation who can give an external opinion about your project.

1.

Name & Affiliation:	
Address:	
Phone/Fax/Email:	

2.

Name & Affiliation:	
Address:	
Phone/Fax/Email:	

3.

Name & Affiliation:	
Address:	
Phone/Fax/Email:	