 ****

**NGO Fund Application Form**

**Section 1: Applicant Information**

* 1. **Organization Name**: ………………………………………………………………………….
	2. **Registration Number** *(If an NGO):* ………………………………………………………….
	3. **Date of Registration** *(If an NGO)*: ……………………………………………………………
	4. **Contact Person**: ………………………………………………………………………………
	5. **Position**: ………………………………………………………………………………………
	6. **Contact Number**: …………………………………………………………………………….
	7. **Email Address**: ……………………………………………………………………………….
	8. **Postal Address**: ……………………………………………………………………………….
	9. **Physical Address**: …………………………………………………………………………

……………………………………………………………………………………………………...

**Section 2: Organizational Capacity**

* 1. **Brief History of the Organization**: (Maximum 200 words)

|  |
| --- |
|  |

* 1. **Key Achievements**: (List significant achievements relevant to the project focus area.)

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

* 1. **Financial Track Record**: (Provide details of the organization's financial management history, including previous grants received and their outcomes.)

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**Section 3: Project Information**

* 1. **Project Title**: ………………………………………………………………………………….
	2. **Project Focus Area** *(Select one)*:

**☐** Institutional Strengthening

**☐** Improving Coordination

**☐** Enhanced Monitoring

* 1. **Project Problem Statement**: (Maximum 250 words.)

|  |
| --- |
|  |

* 1. **Project Objectives**: (List the main objectives of the project.)

|  |
| --- |
|  |

* 1. **Project Duration**: Start: …………………………...,End Date: …………………………….
	2. **Total Budget (MWK)**: ……………………………………………………………………….
	3. **Requested Amount from NGO Fund (MWK)**: …………………………………………….
	4. **Other Funding Sources**: (If applicable)

…………………………………………………………………………………………………….

…………………………………………………………………………………………………….

* 1. **Project Location(s)**:

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

* 1. **Beneficiaries**: (Describe the primary beneficiaries of the project.)

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

**Section 4: Project Implementation Plan**

* 1. **Implementation Strategy**: (Describe how the project will be implemented, including key activities and timelines. Maximum 300 words.)

|  |
| --- |
|  |

* 1. **Monitoring and Evaluation**: (Outline the monitoring and evaluation plan for the project, including indicators of success.)

|  |
| --- |
|  |

* 1. **Sustainability Plan**: (Describe how the project outcomes will be sustained beyond the funding period.)

|  |
| --- |
|  |

**Section 5: Supporting Documents**

* 1. **Proof of Registration**: (Attach a copy of the organization's registration certificate.)
	2. **Valid License**: (Attach a copy of the organization's valid license.)
	3. **Budget Breakdown**: (Attach a detailed budget breakdown for the project.)
	4. **Organizational Structure**: (Attach a copy of the organizational structure)
	5. **Previous Project Reports**: (If applicable, attach reports from previous projects)
	6. **Letters of Support**: (Attach letters of support from stakeholders or beneficiaries, if available.)

**Section 6: Declarations**

* 1. **Declaration of Authenticity**:

I declare that all the information provided in this application is true and correct to the best of my knowledge.

**Name**: ……………………………………………………………………………………………..

**Signature**: …………………………………………………………………………………………

**Date**: ………………………………………………………………………………………………

**Submission Instructions**

* Complete the official application form.
* Attach all required supporting documents.
* Submit the application online through ngofund@ngora.mw or in person at NGORA Secretariat.

**For Official Use Only**

* **Application Received By**: ………………………………………………………………...
* **Date Received**: …………………………………………………………………………….
* **Application Reference Number**: …………………………………………………………
* **Comments**: ………………………………………………………………………………...

**Important Notes:**

* Ensure all sections of the form are completed.
* Incomplete applications will not be considered.
* Only successful applicants will be informed within a month of the submission of the application.