

## **DISCOVERING LATIN AMERICA**

### **GRANT APPLICATION FORM**

**2010**

**Deadline: 5pm GMT Friday 30<sup>th</sup> April 2010**

**Before filling out your application, please read the Guidelines for applicants.**

**Notes:**

- Please answer **ALL** the questions on the form clearly
- Submit all the required documents
- Keep a copy of your completed application form for your own records
- Send your application form and supporting material by e-mail to:  
[grantgiving@discoveringlatinamerica.org](mailto:grantgiving@discoveringlatinamerica.org) or by post to:

Discovering Latin America  
5 Ashmore Close  
SE15 5GY  
London UK

If you are sending your application by e-mail, please ensure it is signed appropriately before submitting it.

For further enquiries contact us on +44(0) 20 7358 3817 or e-mail: [grantgiving@discoveringlatinamerica.org](mailto:grantgiving@discoveringlatinamerica.org)

<b>The organisation</b>	
Name of the organisation	
Address	
Post Code	
Telephone Number	
Email address	
website	
Does the organisation is a non- profit legal Organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the organisation have charitable or non-for-profit status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, When was it registered? (dd/mm/yyyy) Where is it registered? ( City & Country)	
Registration number:	
Please give a brief description of the organisation in maximum 300 words including: *Vision *Mission * Strategic objectives	
Please provide us with last Financial Annual Report of your organization, as an attachment of this application	

## MAIN CONTACT

<b>MAIN CONTACT</b>	
Name	
Job title / Address:	
Email	
Telephone / Fax	
Mobile phone	

## UK REPRESENTATIVE

<b>UK REPRESENTATIVE</b>	
Name	
Address in the UK	
Email	
Telephone/Fax	
Mobile phone	

## THE PROJECT

<b>THE PROJECT</b>	
Name	
Proposed start date	
Proposed end date	

<p>Area of Focus: Please tick all applicable areas</p>	<p>Education <input type="checkbox"/></p> <p>Health <input type="checkbox"/></p> <p>Water Sanitation <input type="checkbox"/></p> <p>Rural Development <input type="checkbox"/></p> <p>Sustainable Livelihood <input type="checkbox"/></p> <p>Others <input type="checkbox"/></p>
<p>In which country and area would the project take place?</p>	
<p>List the specific needs that the project is trying to address</p>	
<p>Which is the target group for this project?</p>	
<p>What is the number of people you expect would benefit from the proposed project? <i>Please specify gender, age group, as well as people benefited on a secondary basis.</i></p>	
<p>Provide a briefly description of the project and clearly state the expected outcomes (Max 300 words)</p>	
<p>Please give a brief description of the socio-politic and economic context of the area(s) where the project will take place. <i>Please mention all relevant issues that have an impact on the project, either because they affect the community or because the project is trying to address them.</i> <i>(Max 250 words)</i></p>	

Please give an approximate time-frame for the activities of the project

<b>BUDGET</b>	
What is the total budget of the project: <i>(In UK Pounds or US Dollars 1GBP=1.4 USD)</i>	
How much money are you requesting from DLA?	
Is the grant you are requesting from DLA a match funding to another project?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, how much is it represent? (%)	
Please provide a breakdown on how the organisation intends to deploy the DLA grant.	

<b>DECLARATION OF INTEREST</b>	
Has the organisation ever received funding from DLA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please provide dates and describe the support given.	
As far you are aware, does the organisation, management, main contact, the UK representative or any stakeholder has any relationship with DLA?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please give name and details below:	
"We declare that the project in the application falls within our objects and powers of the constitution. We have the power to accept any award if offered, depending on the conditions shown,	

and to repay the award if we do not meet the conditions.

We confirm that the information we have given is true and we have answered all the questions on the form.

We will let you know immediately about any material change to the information provided”

Please sign the application. Its must be signed by the main contact and the UK representative:

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Date:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Signature:</b>

**Fraud:** DLA will take legal action to recover funds from any applicant who has provided fraudulent information in this application.

## SEND APPLICATION

Please return this application, either by e-mail to: [grantgiving@discoveringlatinamerica.org](mailto:grantgiving@discoveringlatinamerica.org)

by post to:

Discovering Latin America  
5 Ashmore Close  
SE15 5GY London  
UK

Keep a copy of the application for your records.  
The application must be signed, even if submitted via email. If there are any changes to the application or supporting information please notify in writing to DLA as soon as possible.

## SUPPORTING INFORMATION

Please make sure you have included the following documents with your application.  
Your application will be ineligible without them.

- A copy of the constitution or rules of the organisation
- A copy of your last set of accounts –

\*Organisations legally constituted for less than a year will have to submit their last three bank

statements

- Enclose a comprehensive budget breakdown for the proposed project, specifying where the DLA contribution would be deployed.

## APPLICATION FORM CHECKLIST

**Please check that you have done the following:**

- Completed every question on the form
- Ensured the application form has been signed by two members of your organisation, including the main contact
- Enclosed all the additional documents required
- Retained a copy of the application form for your own records
- E-mailed or posted a copy of the application to [grantgiving@discoveringlatinamerica.org](mailto:grantgiving@discoveringlatinamerica.org) or to our postal address.