

# INTERNATIONAL WOMEN'S ASSOCIATION OF BUCHAREST (IWA) GRANT REQUEST FORM

FOR IWA use only

Proposal No \_\_\_\_\_  
Date received \_\_\_\_\_  
Date approved \_\_\_\_\_  
Date denied \_\_\_\_\_

## Instructions (PLEASE READ CAREFULLY):

1. This form must be accurate in English.
2. Incomplete or incorrect disclosure may result in automatic denial.
3. Must be received by the Chairperson of the IWA Charity Committee no later than the 1<sup>st</sup> of each month between September and June, for that month's meeting. Proposals received after the 1<sup>st</sup> will be placed on the agenda for the next month's meeting.
4. Items must be attached to form when submitted (copies):
  - i. Registration
  - ii. Fiscal Code
  - iii. Estimates (at least 2 per item requested)
  - iv. Financial Statements, Reports: (Romanian last submitted, internal budgets, others)
5. Give this form to a member of the IWA Charity Committee, or send it to the following address:

*International Women's Association of Bucharest (IWA)  
Charity Committee Chairperson  
1 Hristo Botev, 3<sup>rd</sup> Floor Suites 302-309  
Sector 3 Bucharest, Romania  
Postal Code 030231  
[charity@iwabucharest.ro](mailto:charity@iwabucharest.ro)*

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## PART ONE: GENERAL INFORMATION

1. Name of the organization:

Address:

Telephone:

Fax:

Mobile:

E-mail:

Organization Registration Number:

Fiscal Code Number:

Name of Contact Person (person submitting this proposal):

2. Please tell us about your organization by answering the following questions:

A. What is the purpose (Mission Statement) of your organization?

- B. Is your organization affiliated with, or does it directly promote, the aims of a political party, religious organization, or any other group with a specific ideology? If yes, please explain.**
- C. In the past, who funded your organization?**
- D. Who currently funds your organization? (Please attach a list.)**
- E. Is your organization registered in any other country? If yes, please specify.**
- F. How many paid staff members do you have?                      How many volunteers?**
- G. Who do you report financial information to (i.e. Romanian Fiscal authorities, Grantors/Sponsors)? Please attach copies of Financial Reports.**
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## **PART TWO: STATEMENT OF NEED**

- 1. What is your project? Briefly explain.**
  
  
  
  
  
  
  
  
  
  
- 2. What are the goals and objectives for this project?**
  - A. How will the money from IWA help your organization achieve these goals and objectives?**
  
  
  
  
  
  
  
  - B. What are the changes/outcomes/ results expected by the end of the project period?**

**C. How will you monitor and measure the results of this project? (If applicable)**

**3. What is the total amount (including VAT), you are requesting?**

Please include at least 2 specific price quotes for all equipment or construction requested, and attach an extra sheet with this information.

**4. Is there a specific date that your organization needs the money you are requesting?**

**5. Who and how many people will benefit from these funds? Please explain how they will benefit.**

**6. What is the time period in which this project will occur? When will it be completed?**

**7. What has your organization already done to try to solve the need for this funding before you submitted this proposal to IWA? What other community resources are you using?**

**8. Have you applied for IWA funding before? If yes, when?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**9. What plans does your organization have to maintain this project in the future?**

**Date**

**Signature**