**Friends of Malawi Association: Grant Application Guidelines and FAQs**

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**What kind of projects do FOMA support?**

FOMA make grants to carefully selected small projects in Malawi where we believe our contribution can make a distinctive difference in ways that other bigger charities and organisations may not. Applications from charitable organisations, registered either in the UK or Malawi, are encouraged, particularly from those with connections to FOMA members.

Projects should be community-based and ideally focus on the key target areas of health, education and agriculture or local infrastructure. Projects must promote self-help within the community and have a clear plan for future sustainability and development.

Project proposals may be one of two types:

1. an application for specific item(s) such as a one-off purchase of equipment financed by a single grant
2. an application for a specific project activity over a period of time such as construction or renovation of a building

**What is the application process?**

Projects are considered twice a year. A ‘**closed round’** for invited organisations in December, and ‘**open round’** for general applications from eligible organisations in Malawi in August. Proposals must be submitted between between 1st and 15th December for the closed round and between 1st and 31st August for the open round. FOMA will assess all applications in the following 4 weeks before submitting recommendations for approval the Board of Trustees.

All grant requests must be submitted by email on the pro-forma grant application form (see below) to [grants@foma.org.uk](mailto:grants@foma.org.uk). All sections of the form must be completed in full. It is essential to include an itemised budget and where possible, recent quotes from suppliers.

**How much are the FOMA grants?**

Grants are generally up to £1,000 in any one year to any one organisation. In certain circumstances support may be extended to a greater amount or for longer (although not for more than three consecutive years), subject to project outcomes and review.

**Is there anything that FOMA will not fund?**

FOMA prefers to fund a complete small project or a defined component, such as the purchase of equipment or materials, within a larger project. In general, FOMA **does not** fund the following:

* general project expenditure or day-to-day running costs, meeting expenses, office consumables or airtime
* individual education sponsorship (school fees, university fees, training fees)
* fixed salaries, meal allowances and travel expenses or other personal payments
* any projects that are for the benefit of a single individual or small group of people only
* any project that harms the environment or any project that has political associations.

**Are there any reporting requirements?**

Yes. FOMA need to be satisfied that the project sponsoring organisation and its activities are legitimate and funds are properly accounted for. On completion of the project FOMA require a written report, a financial summary of expenditure (and may ask for documentary evidence of expenditure) together with photographs of the project activity. These will be shared with FOMA members in the UK as part of grant programme feedback.

**Is there any additional information or support available?**

Further information on FOMA and reports on some of the projects funded in recent years can be found on our website at [www.foma.org.uk](http://www.foma.org.uk) Queries about grant applications should be directed by email to the grants co-ordinator [grants@foma.org.uk](mailto:grants@foma.org.uk)

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| **The Friends of Malawi Association Grant Application Form** | |
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| Organisation Name |  |

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| Organisation address: |  | | | Web address: | | |  | | | |
| Email address | | |  | | | |
| Registration number |  | | | Please attach a copy of official registration document to the application email | | | | | | |
| Project type  (Choose one only) | Project Type |  | **OR** | | Project Type 2 (Specific Project activity) | | | tick | |  |
| Short Summary of project (100 words only) |  | | | | | Amount requested | | |  | |
| **Project details** | | | | | | | | | | |
| Description of the project |  | | | | | | | | | |
| Describe the justification and benefit to the community |  | | | | | | | | | |
| How will the construction/equipment be maintained after completion |  | | | | | | | | | |
| Cost of activity or equipment |  | | | | | | | | | |
| Describe how the beneficiaries will contribute towards the activity of the project |  | | | | | | | | | |
| Estimated time to complete the project |  | | | | | | | | | |
| How will activity be sustained in the future |  | | | | | | | | | |

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| **Organisation details** | |
| Names of other participating organisations – local & overseas | center. |
| Names of any other financial contributors |  |
| Percentage of FOMA funding of project total |  |
| **Organisation Management** | |

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| **Position** | Name | **Postal address** |
| Chairman of the Board |  |  | |
| Manager/Director |  |  | |
| Secretary |  |  | |
| Treasurer or financial officer |  |  | |

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| **Organisation’s Bank details** |

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| Name of bank |  | *Please attach a copy of a recent bank statement showing the name and address of the bank and the name of the account and account number to the application email.* |
| Postal address of bank |  |
| Name of bank account |  |
| Bank account number |  |
| Bank Swift/BIC Code/ Sort Code |  |
| Bank IBAN number |  |

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| **Organisation’s Accounts** | | |
| Please attach a summary of the accounts of the organisation for the last completed financial year. If possible, please scan and attach a summary balance sheet and income/expenditure statement to the application email. | | |

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| Balance sheet date of last completed accounts |  |
| Total assets in local currency |  |
| Total liabilities in local currency |  |
| Total cash in local currency |  |
| Total equity/reserves in local currency |  |

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| **NOTICE**  By submitting an application for a FOMA grant all applicants are required to confirm they have a written policy to safeguard children and other vulnerable people from harm and to give this assurance by signing the statement below.  In addition under FOMA Data Protection Policy and Privacy Statement, both of which can be viewed on the Association website, all applicants are notified that certain data will be kept both electronically and in writing to enable FOMA to communicate with the applicant for the purposes of negotiating the grant and subsequent progress and completion reports. | | |
| **Safeguarding of children and other vulnerable persons or groups**  The Charity Commission of the UK requires all UK based charities to ensure that adequate provisions are made to safeguard children and other vulnerable persons or groups from harm or abuse. For that purpose we ask you to confirm by signing the following statement that your organisation is aware of its responsibilities and has adequate measures in place to keep children and other vulnerable persons or groups safe from harm, in particular protecting children from maltreatment, preventing impairment of children’s health and development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.  Signed by ....................................................................... ..........................................................................  Name of person Role in organisation  on behalf of …………………………………………........................ Date …………………………………………….  Name of organisation  **Data Protection Policy**  Under the FOMA Data Protection Policy it is a requirement that we hold sufficient data, such as names and addresses, bank account details and other data to enable us to communicate with you as the applicant as part of our work in making grants. By submitting this application for a grant you agree that we may hold on record, either on paper or electronically, such data as disclosed by you for the purposes of communicating with you. A copy of the policy is available on the FOMA website. | | |
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**Checklist of information and supporting documents to be provided:**

1. The type of project proposed i.e. Project Type 1 (specific item) or Project Type 2 (specific project activity)
2. Project description, aims & expected outcomes
3. Expected total cost of the project, amount requested from FOMA and itemised budget + quotes (where relevant)
4. Name of the beneficiary organisation, other partner organisations involved and any additional funding partners
5. Registration document, names and postal address of the senior management of the sponsoring organisation (the Chairman or President or Manager, the Secretary, the Treasurer or financial officer
6. Name and address of the organisation’s bank, scanned copy of recent bank statement and copy of latest accounts/assets statement
7. A statement of plans to sustain the viability of the project after the FOMA grant has been spent.