



**The Agitos Foundation Grant Support Programme (GSP)  
Application form NPCs & ROs  
July 2013**

**Agitos Foundation**

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**The Agitos Foundation Grant Support Programme's application form NPCs & ROs**

**NPC's/RO's details**

Name of organisation:

Address of organisation:

Telephone number(s):

Fax number:

E-mail of organisation:

Website:

Name of legal representative (President, CEO or Secretary General):

Position:

Telephone number:

E-mail:

Name of the person filling the form:

Position:

Telephone number:

E-mail:

**Name of the project leader:**

(This person will be the main contact with the Agitos Foundation during the whole project)

**Position:**

**Contact number:**

**E-mail:**

In case of joint or collective applications between NPCs in the same sub-region please be sure that each organisation submits the above and below information separately.

## 1. Strategic planning

**Q1.** Does your organisation have a strategic plan? If so, please attach your strategic plan to this application form.

☐ Yes ☐ No

**Q2.** Does your organisation have a corporate or operational plan for 2013? If so, please attach your operational plan to this application form.

☐ Yes ☐ No

**Q3.** Does your organisation produce an annual report? If so, please attach to the application form a copy of the most recent version available (either printed or electronic version).

☐ Yes ☐ No

## 2. Finance

**Q1.** Does your organisation have an annual budget? If yes, please provide a copy of the 2013 budget (or the latest available).

☐ Yes ☐ No

**Q2.** Are financial policies clearly established in the statutes or regulations of your organisation? If yes, please attach them to this application.

☐ Yes ☐ No

**Q3.** Please provide us with the most recent financial statement. Are the financial statement and balance sheet of your organisation audited at the end of the year? If yes, please provide us with the name of the auditor.

☐ Yes ☐ No

Auditor Company:

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**Q4.** Please name who will be the co-funding partners of the project besides the Agitos Foundation (including percentage funded by your organisation if applicable):

	Name of the partners	Percentage funded
1	Own funding	%
2		%
3		%
4		%
5		%

**Q5.** Please provide the following information about the person who will be in charge of producing the financial report at the end of the project and attach his/her CV to the application form:

- Full name:
- Internal or recruited:
- Position:
- Telephone number:
- E-mail:

### 3. Knowledge and experience in project management

**Q1.** Please fill the following table if your organisation has done any development projects in the past. If available, please attach to the application one of the reports produced after one of the projects.

	Name of the project (year)	Main objectives	Main funding partner	Budget (in Euros)
1		•	•	
2		•	•	
3		•	•	
4		•	•	
5		•	•	
6		•	•	
7		•	•	
8		•	•	
9		•	•	
10		•	•	

**Q2.** Please fill the following roles and responsibilities table for the persons involved in the project.

	Name	Role in project	Main responsibilities
1	<i>e.g., John Mustermann</i>	<i>e.g., Controlling</i>	<ul style="list-style-type: none"> <li><i>e.g., financial reporting</i></li> <li><i>cost control</i></li> <li><i>budget distribution</i></li> </ul>
2	<i>e.g., Anna Perez</i>	<i>e.g., General Manager</i>	<ul style="list-style-type: none"> <li><i>e.g., overseen the operation</i></li> <li><i>Main contact with the IPC</i></li> <li><i>Guarantee correct delivery</i></li> </ul>
3			<ul style="list-style-type: none"> <li></li> </ul>
4			<ul style="list-style-type: none"> <li></li> </ul>
5			<ul style="list-style-type: none"> <li></li> </ul>
6			<ul style="list-style-type: none"> <li></li> </ul>
7			<ul style="list-style-type: none"> <li></li> </ul>
8			<ul style="list-style-type: none"> <li></li> </ul>
9			<ul style="list-style-type: none"> <li></li> </ul>
10			<ul style="list-style-type: none"> <li></li> </ul>

**Q3.** Please provide a brief but accurate summary of the capabilities of the project leader and two other team members in relation with the proposed project using the bullet points. Please attach to this application the CV of the project leader.

### Project Leader

- Full name:
- Specific knowledge (e.g., development specialist, para-sport coach, etc):
- Past projects (e.g., title, objectives, location, etc.):
- Degrees and qualifications (e.g., education, courses, certificates, professional experience etc.):

**Team Member 1**

- Full name:
- Role in the project:
- Specific knowledge (e.g., development specialist, para-sport coach, etc.):
- Past projects (e.g., title, objectives, location, etc.):
- Degrees and qualifications (e.g., education, courses, professional experience etc.):

**Team Member 2**

- Full name:
- Role in the project:
- Specific knowledge (e.g., development specialist, para-sport coach, etc.):
- Past projects (e.g., title, objectives, location, etc.):
- Degrees and qualifications (e.g., education, courses, professional experience etc.):

## 4. Project-specific questions

**Q1. What is the title of your project?**

**Q2.** Please indicate the duration of your project. Should the project not fall under the given timeframe (start between 15 July and 30 September 2013 / end at the latest 31 May 2014) please further explain this under Q8.

Start date: DD/MM/YYYY

End date: DD/MM/YYYY

**Q3. Which priority areas or actions does the project cover?**

- ☐ Youth athlete development combining sports activities and athlete education
- ☐ Organisation of competitions at national or sub-regional level opportunities
- ☐ Capacity building on NPC leadership, management or administration areas
- ☐ Education of national technical officials, national classifiers and/or coaches
- ☐ Athlete development and athletes pathways

**Q4.** Please provide a brief but accurate summary of the project using the bullet points. Please note that this summary may be used for publication (e.g., on the Agitos Foundation's website).

- General concept of the project
- Target groups of the project (please precise for each group how many people you aim to directly impact)

- Objectives of the project (please describe how they relate to the strategic goals & objectives of your organisation)
- Description of project activities
- Description of expected and concrete outputs of the projects (please precise expected short and long term outcomes generated by your project in general and specifically with regards to the development of your NPC and of the Paralympic Movement in your country)
- Promotion plan for the project (i.e., tools and strategies used to raise awareness and promote the project)

**Q5.** How will your project help to create new and/or further develop relationship(s) between your organisation and sports organisations, NGOs and governments?

**Q6.** What are your plans to maintain the legacy of the project (i.e., how will you ensure the impact to last after the project is over)?

**Q7.** How do you plan to evaluate the impact of your project? Please describe the evaluation tools and activities that will be used during and after the project implementation.

**Q8.** Please describe the reasons why your project does not fall under the timeframe mentioned in the Agitos Foundation GSP General Concept.

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<p>Name and surname of legal representative (President, CEO or Secretary General):</p>  <p>Signature:</p>  <p>Date:</p>	<p>Official Stamp of the organisation:</p>          
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