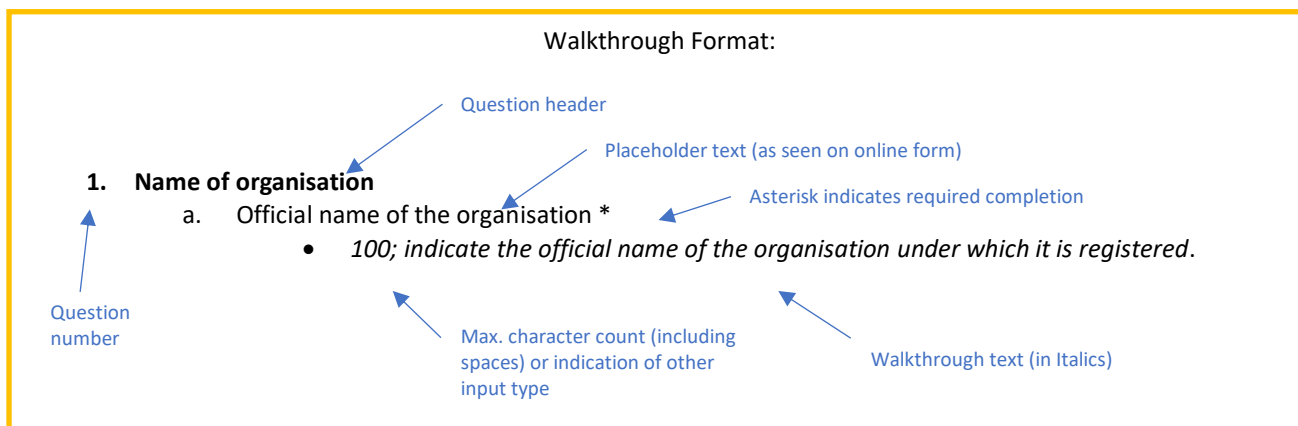


# First-Step Application Guide



## \* A few hints in filling out this online form:

- Write answers as concisely as possible — point-form is OK!
- Use this guide to complete your answers offline until you are ready to submit the form — this allows you to save your progress and complete the application in more than one sitting.

### 1. Name of organisation

- a. Official name of the organisation \*
  - 100; indicate the official name of the organisation under which it is registered.

### 2. Type of organisation

- a. (e.g. NGO, NPO, corporation...) \*
  - 100; indicate the type of organisation, as officially registered.

### 3. Contact

- a. Address, City \*
  - 100; indicate the official street address and city of the organisation's head office.
- b. Country \*
  - 100; indicate the country corresponding to the address given in question 3a.
- c. Telephone number (international format) \*
  - 100; indicate the official telephone number of the organisation in international format (Example: Where a local Switzerland number might be 022 343 80 14 {0 + area code + local number}, the international format as per E.164 is +41 22 343 80 14 {"+" + country code + area code + local number}. For a list of country codes, one can visit this website: <https://countrycode.org>).
- d. Email address \*
  - 100; provide the email address which will be used for future correspondence with the Kahane Foundation. This email address should correspond with the contact person indicated in 4.a.  
Upon submission of this form, a confirmation email will be sent to this address.
- e. Confirm email address \*
  - 100; confirm email address provided in field 3.d.
- f. Organisation website; Project website
  - 100; when applicable, indicate the internet address of the organisation's official website and the official project website. When both are provided, separate the two by a semi-colon.

### 4. Contact person

- a. Name of the contact person \*
  - 100; indicate the name of the person with whom we will be corresponding regarding the application. This person should correspond with the email address indicated in 3.d.
- b. Position of the contact person in the organisation / project \*
  - 100; indicate the position of the contact person within the organisation and/or project.

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## 5. Project title

- a. Official title of the project \*
  - 100; write the official name of the project. If no official name, please describe project within 100 characters.

## 6. Project focus area

- a. Please choose one of the following \*
  - Dropdown menu; select the project focus area that applies to your project. For focus area definitions, please visit our [FAQ](#).

## 7. Project location

- a. Country \*
  - 100; indicate the country in which the project will be focused. If multiple focus countries, please indicate. Please consider our published Regions of Focus – for a list of countries included in in our focus regions, please visit our [FAQ](#).
- b. Location \*
  - 100; indicate the city, town or area in which the project will be focused. If multiple focus locations, please indicate.

## 8. Project description

- a. Write a short description of the project. \*
  - 1500; write a short description of the project including what inspired the project, what the project is about, a brief description of general goals and methods, and what change should be brought about through the implementation of the project.

## 9. Costs (IN DESIRED CURRENCY)

- a. Total budget of project \*
  - 100; indicate the total budget of the project including all costs. Indicate the currency in ISO currency code! (see <https://www.iso.org/iso-4217-currency-codes.html> for further information)
- b. Funding requested \*
  - 100; indicate the amount of funding being requested in aid from the Kahane Foundation. This amount must be in the same currency as indicated in 9.a.

## 10. Purpose of funding

- a. Please choose one of the following \*
  - Dropdown menu; select the option that applies to your project. If other, you are asked to explain in the following text field.
- b. When other, briefly describe the purpose of the requested funds.
  - 500; if “Other” was selected in 9.a., you are asked to please describe the purpose of the requested funding.

## 11. Project duration

- a. Indicate the start date as well as for how long the project is planned to be implemented \*
  - 500; include the project’s planned start date or when it was started, the project’s planned completion date or expected running time, as well as the length of the funding period. This is meant to represent the project as a whole, and not just the funding period in question.  
Keep the **important dates for applicants** as published on our [funding page](#) in mind!

## 12. Project goals

- a. List and describe the general project goals. \*
  - 1000; list and briefly describe the general project goals. What should be achieved after the successful implementation of this project? Please make these goals as measurable and specific as possible!

## 13. Other sponsors

- a. Name any other sponsors. \*
  - 500; indicate any sponsors which already support the project and indicate if any further applications for financial support have been made.

## 14. Qualification

- a. Why do you believe that your project qualifies for funding from the Kahane Foundation? \*

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- *1000; Argue as to why you believe that your project would make a good candidate for funding from our foundation. Does your project align with the Kahane Foundation's published thematic foci / regions of focus? Explain why you believe this to be the case.*

## **15. Reference**

- a. Explain how you learned about our organisation \*
  - *500; Indicate through what medium you learned about the Kahane Foundation (google search {including search terms}, other website, word of mouth, etc...). Be specific!*