

## How to submit a complete application.

After you have been invited by our advisor you should submit your application in three files:

- Cover letter (PDF1)
- Application (PDF2)
- Information about your organization (PDF3)

### Cover letter (PDF1).

Make sure the complete application is accompanied by a cover letter (PDF 1) that contains a short description of:

1. your organisation and the total annual budget (income/expenditures);
2. the application;
3. the expected results;
4. the total amount needed for the activity/project as well as the amount requested from Dioraphte
5. the contact details of the contact person within your organisation.
6. a statement of the (estimated) costs of the fundraising. Both when using a fundraising agency and when (temporarily) deploying one (or more) employee(s).
7. a statement that you agree that Dioraphte will store all information received (according to Dutch Data Protection Regulations <https://autoriteitpersoonsgegevens.nl/en/>)

### Application (PDF2).

Please send items which cannot be sent by email (e.g. books or large-sized materials for publication) to the Foundation's postal address after consulting us. Within ten days you will receive a notification of receipt.

### Requested information about your organization (PDF3).

- A copy of a recent Chamber of Commerce certificate (or equivalent), no older than 1 year.
- Copies of your organisation's articles of association and/or bylaws.
- A copy of your organisation's ANBI (charitable fund) certificate or Inland Revenue Service's confirmation of your organisation's charitable fund status, where applicable.
- Your organisation's most recent annual & financial report, along with a statement provided by your accountant, drawn up in accordance with the Guideline Governing Fund-Raising Organisations. Alternatively, you may submit an accountant's audit report or historical financial data compilation, but we would prefer an annual report.
- A copy of a CBF-issued statement confirming that there are no known objections to your organisation; or a copy of a CBF-issued quality mark (only for organisations which collect money from the Dutch public nationwide).
- A list or chart of all charitable funds to whom you have applied for financial support for your project, as well as the outcomes of those applications (financing scheme). Please ensure that your list is up to date and dated.

- Your organisation's complete annual budget for the current fiscal year.

Please send cover letter (PDF 1) + application (PDF 2) + information on your organization (PDF 3) signed by an authorized board member (as mentioned on Chamber of Commerce Certificate or equivalent) by e-mail only to:

**[postbus@dioraphte.nl](mailto:postbus@dioraphte.nl)**

## **After we receive your application.**

Once we have received your complete application, you will receive an email within ten days, confirming the receipt of your application. This confirmation email will also contain the date on which your application will be discussed by the Board. If you do not receive a confirmation email, please contact us.

You will receive a notice of the Board's decision by e-mail, along with a copy of the terms and conditions of grant awards where applicable, within ten days of the Board's meeting. If we require further information, we will put your application on hold, and you will have to discuss your application with our advisor.

## **General information.**

By submitting a complete application, you agree to have all the information you submit to us with regard to your application, contact persons and your organisation placed at the disposal of the Dioraphte Foundation's Board and advisers.

Dioraphte Foundation may, without prior consultation and subject to confidentiality, ask a third party for advice on all application and project data provided.

Complete Applications must be in our possession at least 25 working days before a (scheduled) meeting date.

If any appendices are missing from your application (without prior notice or explanation), your incomplete application will be put on hold until such time as we have received all the requested items.

Please note that we are entitled to reschedule meetings without notice. Information sent to us will not be returned (even in the event of rejection).

May 2020