

HOW TO APPLY FOR FUNDING

Three steps to your funding: request – application - contract.

It is a pleasure to know that you stand up for diversity. We will be glad to support your activities. It needs three steps to have the grant: request – application – contract.

- **Step 1 is the request.** There is a request form for download. On that form, we ask you to describe your project idea on no more than one page and to put the estimated sum required. The request allows for a quick and uncomplicated communication that you are in the need of support. If your idea appears eligible, we will send you a special application form.
- **Step 2 is the application.** You will receive the application form with detailed questions on your plans. Thereon you will give reasons for the project idea, draw up the schedule with work packages and milestones, and define success criteria. In addition, you will be asked for a costs and financial plan in tabular form breaking down the expected costs for material, personnel, travelling, and other expenses. Comparing costs and envisaged financing will result in the demanded amount of support.

The application will be presented to the board of trustees that will decide upon acceptance or rejection.

- **Step 3 is the funding contract** between you and the foundation. Dates of payment and reporting obligation will be defined. After the signing by both parties the first grant tranche will be transferred and the project will be ready for kick off.