

# How to apply for funding through the Imago Dei Single Gateway a guide to completing the application process

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ALL INFORMATION IS AVAILABLE FROM THE IMAGO DEI OFFICE.

Please contact:

Imago Dei Single Gateway

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## Introduction

Imago Dei is a section 21 company and a welfare organisation. Its founding principles allow it to act as a connector between companies and corporations who have a social responsibility policy, and other welfare organizations and charities where funding, either in money or in kind is needed to enable programmes and/or projects to be carried out. Ideally this will be achieved by researching the social policy targets of the funders, and matching them to suitable projects eligible for funding, to the benefit of both parties

We, Imago Dei, know that voluntary groups and organisations make a major contribution to improving the quality of life for people in Namibia and tackling disadvantage and poverty in the country.

The aim of the *Imago Dei Single Gateway* is to make it easier for you to get funding to support your work. All the various funding sources we have access to and can offer now comes under the *Imago Dei Single Gateway*. You may like to keep these guidelines for any applications you want to make in the future.

We aim to:

- Give plenty of opportunities for funding across the country
- Publicise what funds are available and who can apply
- Show how organisations we fund are helping us to meet our aims & priorities
- Provide a clear application form which people can get hold of easily
- Produce a yearly timetable showing what funding is available and when you need to apply
- Keep a check on any money we give you
- Collate Information on other funding avenues

These guidelines give information on how to complete the application form, and who to contact if you want more information. You can apply to get funding to cover your general running costs (core funding) or for a particular project, service or event you are planning (project funding).

### Timetable for applications and decisions

You can hand in your application any time. We will let you know whether your bid has been successful within 10 weeks after we received your application.

If you have not received an acknowledgement letter within 10 days of sending in your application, then please contact the Project Administrator in the Imago Dei office.

### What we ask of you...

You should:

- Use the money within a set period and for the reasons given in your application form;
- Try to get money from other sources as well, if this is possible – we encourage a policy of matched funding in applications;
- Have a constitution or set of rules you work to, together with a statement of your activities;
- Involve those benefiting from your service in planning and delivering your services;
- Meet all legal requirements on issues such as staff employment and health and safety;
- Monitor and evaluate your work or be developing ways of doing this.

We won't consider applications from:

- Individuals applying for funding for themselves

- Organisations that have enough money to cover their next twelve months' running costs, unless that money has been put aside to cover a big purchase.

### Guidance for filling in the application form

The person filling in the form should be an officer of your organisation, for example the chair, secretary, treasurer or manager. However, the declaration must be signed by a trustee of the organisation. They should be available to discuss the application with us. Please keep to the maximum amount of space given for each question.

#### Section 1 – 'About Your Project'.

- You must use separate application forms for each project if you have more than one project you wish to apply for.

#### Section 2 – 'About Your Organisation'.

Question 2 – 10      Requests Information About Your Organisation.

Question 11            Core or Project Funding?

Core funding is to help cover your running costs.

Project funding is for new or development work, including things like training, outreach work, an event or a conference.

Question 13 - 14      Involving People who benefit from/ are involved in planning your service.

How do you include people who benefit from your service in making decisions and planning services? For example, do they have a voting right? Do they go to meetings? Are they represented on your committee or board? What percentage of voting members, receive your service?

DO NOT SELECT MORE THAN 5 TARGET GROUPS.

Question 15-17        About Your Application

Please give us as much detail as possible, as this will help us judge your application. You may find the following headings useful.

- What you will do;
- How it will benefit your target group; and
- What you will do with the funding/resources requested;
- Dates of events;
- How do you know that there is a need for your project/ service.
- Any resources besides funding you would like eg; you may want someone to come and carry out dental examinations, or eye tests on your recipients, or you may need items such as plastic bowls, knitting needles, etc. Please compile a wish list of resources in the matched giving matrix.

Question 18            Monitoring and Evaluation

Please show:

- How you will make sure you will achieve what you set out to do in Q.15
- How many new activities you have developed; and how the success of these will be measured;
- How many people will benefit from your project or the work you will be doing; and
- How you will spend the money.

You will need to give us this information during the year through the monitoring forms, which we will send out. We will use this information to decide any future applications you make to us.

Question 19            Future Funding?

Please tell us how your project and/ or organization activities will be funded in future.

Question 20      Other Support & Funding?

Please tell us what funding you currently receive from any other source.

#### Section 3 – 'Financial Information'

Please attach a quote(s) to support your expenses, if you will be purchasing items of equipment.

## Frequently Asked Questions

### What is the aim of the Imago Dei Single Gateway?

It is designed to make it easier for any organisation to apply for funding/resources from a single source (us) instead of researching the application criteria of many different organisations, in order to see who are the most appropriate. Imago Dei will have already done this work for you.

### What are your charges and fees?

Imago Dei will not impose any charges or fees. We will however require monitoring, reporting and evaluation procedures to be included in our standard conditions for providing funding. If these procedures are not strictly complied with we reserve the right to stop and/or claim back any funding provided up to the date of your breach of contract with us.

### What do you mean by core funding?

This is funding for day-to-day running costs of your organisation or group.

### What do you mean by project funding?

A 'project' involves developing a new service or initiative or to meet the start-up costs for a new service or event.

### Can I apply for funding for more than one project through the Imago Dei Single Gateway?

Yes. You will need to fill in a separate application form for each project.

### Can I attach my own income and spending statement for the project?

Yes, as long as you give us full details including the total cost and how you are going to get other funding if appropriate.

### Who do I contact for more information?

Please contact Imago Dei Single Gateway. See details in the letterhead on the first page.

### Who will decide if I get the money I have asked for?

This group is called the Bids Appraisal Panel.

### What information will I get in relation to my application?

We will tell you by letter or via email. If appropriate, we will help you to send in your bid again.

### When will I know the result of my application?

We will let you know we have received your application within 10 days. We aim to let you know the outcome about eight to 10 weeks after the date of receipt.

### What other funding information is available?

We will try and give you a list from our own database of any other possible funding sources. We look favourably upon applications that can show an element of matched funding.