

Mirembe Foundation - Procedure Projects –

Assessment

Projects offered to Mirembe Foundation for funding are being assessed by the board of governors in meeting according to the following criteria:

1. The project should not conflict with the statutes of Mirembe Foundation.
2. The project meets the objectives of sustainable development.
3. The project will benefit the poor and underprivileged in the Ugandan society.
4. The project will increase the independence of individuals and communities.
5. The project may not lead to permanent dependence on external funding.
6. The project must fit within the budget of Mirembe Foundation.

Project application

It should provide sufficient data to match the criteria :

1. The aim of the project.
2. Definition of the target group.
3. Description in what way the target group is involved in the planning of the project.
4. A project planning: Name of the person who will responsible for carrying out the plan, places and time schedule.
5. A budget of the project.
6. A definition of the contribution of the local partner.

The necessary documents are:

1. A letter of support from local authorities.
2. The project should preferably have it's own bank account.
In principle no money will be transferred to the bank account of a private person.
In case there is no specific bank account, agreements should be put down in an explanatory note how the money can be drawn.
This note should be signed by the account holder and by the local project manager.
3. Financial data. All in the appendix required data are needed for the payments
4. The original project application and letter of support should be submitted on paper to the foundation, provided with the original signatures.

Accountability for the project by the applicant

On the deadline the project manager has to account for the project:

1. A financial account for the spending of the funds.
2. A descriptive report of the course of the project.
Depending on the project it will be decided how detailed this report should be and whether an effect reporting will be needed.

A final decision whether a project is approved by Mirembe Foundation will take place at the next board meeting. The board will inform the applicant about the decision and any further conditions.

On approval, a contact person will be designated within Mirembe Foundation.

Appendix

Required information for project funds payments

Project number:
(supplied by the board of Mirembe foundation)

Bank beneficiary:

SWIFT address (BIC code of the bank)

Name of the bank:

Bank address:

Postal code and / or city name:

Country (bank):

Data beneficiary:

Bank account of the project:

Name of the account holder:

Address and / or mailbox of the account holder:

Postal code and / or city name:

Country: