



SEEDS FOR DRUG PEACE

ENCOD

SMALL PROJECTS
Funding
APPLICATION
Package
2012-2013



SEEDS FOR DRUG PEACE

In 1993, the European Coalition for Just and Effective Drug Policies (ENCOD) was founded as a European platform of organizations and citizens who wish to end the war on drugs and propose evidence based alternatives. ENCOD promotes peaceful activism aiming to stimulate public debate, communicates with local, national and European parliament members and authorities in order to present concrete alternatives to drug prohibition; and spreads information on the state of drug policy in Europe and the need to reform it.

In June 2012, ENCOD decided to install a fund to support its members to carry out small projects related to the goal of drug policy reform. Members can apply by filling out the present form and sending it to office@encod.org. Applications can be sent anytime during the year. If funded, a member can first apply again after the completion of the project, and the approval of the report. For the coming year (September 2012 – June 2013), 4.000 euro is available. Single project grants will not exceed 500 euro.

ENCOD Small Projects Funding Application Description

- About ENCOD small projects funding

1. **Projects considered for funding**

ENCOD small projects funding is intended to support its members in promoting the debate on drug policy in their country. ENCOD encourages all members to be imaginative and thoughtful when designing projects. The goals, objectives and outcomes of the projects considered for funding should be associated with those of ENCOD.

2. **What is not funded?**

Funding is not intended to compensate staff or buy supplies for the organization, pay outstanding bills, or pay off debts or loans.

- Selection process – who is eligible for funding

1. **Who can apply for funding?**

ENCOD members (organizations and individuals) who have an active bank account.

2. **When will organizations be notified?**

Upon receiving the application organizations will be notified if the application is acceptable, and if any further documentation or information is required. After the final application has been received, approval process can take up to 30 - 60 days.

- Administrative needs for projects

1. *Name and details of organization, project leader and fiscal person in charge of the financial administration*
2. *Bank account*
3. *Names of relevant persons in the organization (Steering committee of organization, feed back group)*

- Amount of funding available for small projects

Max. 500 euro

- Length of small projects

Max 1 year

- Reporting

1. *Projects requiring 3 months or less, report must be submitted at end date*
2. *Projects requiring more than 3 months, interim progress reports will be provided every three months and final report at end date*
3. *Final reporting must include financial and narrative report with overview of project and goals and objectives accomplished*
4. *Final report must include original invoices of all expenditures and payments made with ENCOD support*

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Name and address of applicant:
Authorized contact person Phone number Email address
Project leader or person in charge of proposed project Phone number Email address
Name of treasurer or bookkeeper Phone number Email address
Name and address of bank IBAN code BIC code
Contact person at bank Phone number Email address

I hereby agree that all information provided in this application form is accurate, and take full responsibility for ensuring the proposed project will be conducted as described and all funds provided will be used as indicated in the attached project budget.

Signature of authorized contact person or director

Date

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Project description

Goals and objectives

Length of proposed project

Potential barriers and solutions to barriers

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For individuals: please list members of feedback group for your project

For organizations: please list all current board of directors or steering committee

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Funding application final checklist

- All sections in application have been filled in correctly*
- Application is signed by authorized contact person*
- Proposed budget is accurate*
- Required attachments are included*
- Letters from donors*
- NGO registration document*
- Licenses or certificates to operate current or proposed project (if applicable)*
- Letter from board of directors or steering committee approving application*

Where to send funding application

ENCOD VZW
European Coalition for Just and Effective Drug Policies
Ploegstraat 27, 2018 Antwerpen, Belgium
[*office@encod.org*](mailto:office@encod.org)

All application inquires must be made by email only