



## MULTAN VULNERABLE CHILD FUND

For Office Use Only

Reference Number: ----- Suggested by-----

Status of Application: ----- Approved Budget-----

### NGO Application form

#### 1. INSTRUCTIONS TO FILL THE APPLICATION FORM:

##### Section A: Getting to Know about your NGO:

This section of application is about true introduction of your organisation. Please try to fill this carefully and all parts of this section.

1. Please try to fill each part of application since it will give us fair idea about your organisation and this will improve your chances.
2. If you do not have previous experience working with vulnerable children, do not worry because this factor will not affect the results of your application. You can also tell us about your other projects and activities in this section.
3. You can demonstrate your organisational skills and expertise by describing your volunteer's activities or social work.
4. We want to know about your money handling and ethics in the organisation for our understanding. We value your organisation and want to understand the transparency and record keeping as well as handling with the grant.
5. I am sure you will appreciate that as a change maker we would like to know from you about your way to avoid all sort of exploitation within the organisations, volunteers and communities. So please let us know in simple words.
6. Describing your mission and objectives as an organisation will help us better understand you and your team.

##### Eligibility Criteria:

1. The NGO shall be registered in Multan, unfortunately, we cannot accept any application from outside of Multan Metropolitan area.
2. Your organisation shall have bank account; we do not accept personnel account for any financial transaction.
3. If your organisation has received any funding in the past from any donor or source, we would request you to send us the audit report since it is important for us to

understand your capabilities. In case if you do not have any audit report, we will require a letter from your bank confirming your organisation signatories' details and last three-month bank statement.

**If you can fulfil above conditions, then you are good to go.**

**Section A: About Your NGO:**

Name of the NGO					
Formal Legal Registration Number					
Physical address:					
Email address: Phone Number:					
Name of Applicant					
Position of Applicant					
Bank Name Account Number IBAN/SWIFT COD					
<b>Please give details of your last 3 years Activities/Projects</b>					
Start Date		End Date		Budget	
Project Name:			Donor Name		
Main Activities OR Results 1.					
<b>Please give details of your last 3 years Activities/Projects</b>					
Start Date		End Date		Budget	
Project Name:			Donor Name		
Main Activities OR Results 1.					
Please describe your current work (social welfare activities) even if it is volunteer and without any donor support:					
Please describe the Mission and Objectives of your organisation:					
Do you have any accounting procedures? If YES please provide us copy of it.					

How do you avoid fraud and financial embezzlement in your organisation? Please describe us the procedure:

How do you ensure that there is no sexual and other exploitation in your organisations? Do you have any preventive measures in place? If YES then send as an attachment and if NO please describe us the procedures to ensure prevention of exploitation.

How do you ensure that no one is exploiting any children in your organisation? If you have the procedures let us know and if not please describe below that how will you ensure to prevent exploitations?

### **Section B: About Your Project:**

This part is about your project so please be elaborative as much as possible so we can understand that how will you ensure that the RESULTS are achieved.

1. You can propose any name of your project
2. Locations of the proposed activities are important information for us E.g. Non-formal education Centre in Mohala Hussania, Multan
3. Please write the proposed start and end date which is flexible and realistic to achieve your results;
4. Summary of the project shall consist of the problems you are trying to address through this funds and also the expected results. E.g.
  - Enrolment of 40 garbage collector children in the school
  - Providing them non-formal education for enabling them to enrol in the school
  - All above results are bound within time lines
5. We will suggest you to be realistic while giving us the number of children and their gender who will benefit from your proposed project. E.g.
  - 40 Beggar/Child labour children are rehabilitated and enrolled in the schools. 30 Boys and 10 Girls.
6. Monitoring indicators are there to check the performance of your project through your activities E.g.

### **Monitoring and Evaluation:**

We at MCPC want to understand and want your suggestions on your proposed project. Please fill this part carefully about monitoring your proposed project:		
<b>Monitoring Indicator</b>	<b>When to Monitor</b>	<b>Evidence of Your Performance</b>
30 beggar children identified for non-formal education	20 <sup>th</sup> December	Data of the children on specified format developed by you and MCPC team
Curriculum (books arranged for non-formal education) Place for the teaching arranged	25 <sup>th</sup> Dec	Books availability by 24 <sup>th</sup> Dec Appropriate location identified and arranged

MCPC monitoring and evaluation is based on Monitoring, Evaluation, Accountability and Learning (MEAL). We would like to support you in the process to achieve your results and therefore believe in MENTORING and Learning together for achieving the results.

7. We encourage you to plan realistic budget and as MCPC we are flexible and will support you in the budget adjustment during the implementation phase as well

Proposed Name of Your Project							
Geographical Location of your Activities/Activity							
Duration of your proposed project		Start Date		End Date			
Amount of Gant in PKR Request to MCPC							
Describe the summary of the project in maximum three hundred words?							
Please let us know about your activities and planned results in your project							
How many children you are targeting to transform their lives?							
What is the current situation of these children?							
What is the age of these children and gender?							
<b>Activities</b>				<b>Time lines</b>		<b>Results</b>	

1.		
2.		
3.		
4.		
5.		

**Monitoring and Evaluation:**

We at MCPC want to understand and want your suggestions on your proposed project. Please fill this part carefully about monitoring your proposed project:

Monitoring Indicator	When to Monitor	Evidence of Your Performance

**Budget of Your Project**

Expenditure Description	Unit Cost	# of Unit	Total Cost
Grand Total			

**Your Check-list with the Application:**

DOUMENTS ATTAHAD	STATUS	IF NOT AVAILABLE PLEASE GIVE REASON
<b>Registration Certificate</b>		
<b>Accounting procedures</b>		
<b>Fraud Prevention procedures</b>		
<b>Child protection procedures</b>		
<b>Sexual or other exploitation procedures</b>		

**Signature and Stamp of Applicant ORGANISATION**

## 2. HOW CAN I APPLY?

**PLEASE send your application to following emails:**

[mcpcmultan@gmail.com](mailto:mcpcmultan@gmail.com)

**You can also apply through following WhatsApp**

Zafar Iqbal	0300-7319136
Iftikhar Hassan	0305-2253412
Muhammad Abbas	0334-6037136

**The applications can also be submitted in following address;**

**Street No.23, H.No. 16-D, Zakriya Town, Bosan Road, Multan**

## 3. WHEN CAN I APPLY?

The applications can be sent all the year round through emails (for submission by hand, it must only be submitted during office hours of MSWS) (for current phase (phase-1) the deadline date is 27<sup>th</sup> November, 2021

## 4. HOW WILL I BE INFORMED ABOUT THE DECISION ON MY APPLICATION?

The MCPC has outlined following process once the application is received;

1. You will receive the acknowledgement of your application within 7 working days.
2. You will receive the initial decision by the MSWS within 1 month of your application which can be either acceptance, refusal or further information will be required on your application.
  - 2.1.1. After passing the initial stage one or two member of MCPC OR a designated team will be seeking further information, or visit you for the due diligence to make final decision.
  - 2.1.2. Once your application is accepted, we will inform you on the terms of conditions to ensure that you achieve your set objectives in your application.

We thank you for the interest and looking forward to your application for supporting our children in Multan: