**Manual 11.fund for the 4th Pillar 2024**

**Conditions for submitting an application.**

* Your project application must mandatorily be submitted online via [the application form](https://11.be/4depijler/aanvraagformulier-11fonds-voor-de-4de-pijler-2024) at www.4dePijler.be.
* You can submit an application only if your 4th Pillar organization is already registered on the [4th Pillar website](https://11.be/4depijler/organisaties) and is a member of the [4th Pillar Panel](https://11.be/node/38163).
* You can read the full [regulations](https://11.be/sites/default/files/2024-02/Reglement%2011-fonds%20HERZIENING%202022%20DEF%20nieuw%20logo.pdf) for this 11.Fund here.

**How do you proceed?**

**Application form**

Click [here](https://11.be/4depijler/aanvraagformulier-11fonds-voor-de-4de-pijler-2024) for the official application form. All applications must be submitted via this online form. Need help? Contact the 4th Pillar support centre.

**Preparation**

Below is an [overview of the questions](https://11.be/sites/default/files/2024-02/Vragen%20aanvraagformulier%2011.fonds%20voor%204de%20Pijler%202024.docx) asked in the form. You can fill these in for yourself in advance in a word document. This will give you time to gather all the info and prepare your application.
After that, filling in the online form goes much faster. And then you don't run the risk of losing all your data if something technically goes wrong while filling it in.

**Mission and history**

For the mission and history questions, it is best to copy the text from your 4th Pillar organization's page on our 4th Pillar website. This can be done simply by "copying" and "pasting". Then you will have the least amount of work. Because these boxes are not filled in automatically yet.

**Be concise, yet as detailed as possible**

The text boxes for the open-ended questions are limited to 1000 or 1500 characters (10 - 15 lines). So answer concisely, yet to the point and as precisely as possible. Rather concrete numbers, figures, names, dates, ... than long texts with general digressions. Bear in mind that the jury should be able to get as concrete a picture of your project as possible in a short space of time.

**Mandatory answers**

Please ensure that all compulsory subjects, marked with a (\*), are definitely filled in. Otherwise, you will not be able to go to the next page and your project application will not be submitted.

**Confirmation email**

Once your project application has been submitted, you will receive a confirmation e-mail in your mailbox. Keep that e-mail as proof. If you do NOT receive a confirmation e-mail, then something has gone wrong. Can't get it resolved? Then contact us at info@4dePijler.be or fill in the application form again.

**Notes to questions**

What is correctly meant by each question? What should you answer correctly? You can read more explanations below. [Submit your application officially here.](https://11.be/4depijler/aanvraagformulier-11fonds-voor-de-4de-pijler-2024)

**Questions application form 11.fund for the 4de Pillar 2024**

**Note: Your final application must be submitted online**.

**CONTACT DETAILS**

* + Name of the 4th Pillar organization(\*)
	+ First name(\*)
	+ Family name(\*)
	+ E-mail address(\*)
	+ Phone/GSM(\*)
	+ Postal code (\*)
	+ Municipality (\*)
	+ Website
	+ Facebook
	+ Bank account into which the allowance may be paid(\*)
	+ Starting year of your 4th pillar operation(\*)
* **Total (approximate) amount of income for your 4th Pillar organization in the previous year(\*).** This is the total of grants, donations, own fundraising through activities,... The amount may be an approximation.
* **Total amount (approximate) of your 4th Pillar organization's expenses in the previous year(\*):** These are the expenses in Belgium and the amount your organization transferred to the partner organization. So only the funds spent by your Belgian 4th Pillar organization. Not the total budget of your partner in the partner country or third parties. The amount may be an approximation.
* **Mission and goals of your 4th Pillar organization (\*) (**max 1000 characters): For this box, you can copy the text on your 4th Pillar's page on the 4th Pillar website. This can be done simply by "copying" and "pasting". Then you will have the least amount of work.
* **What kind of projects does your 4de Pillar organization realize. What projects did your 4de Pillar organization realize in the past few years?** (max 1000 characters)
* **For your application to be admissible, both of the following conditions must be met: (\*)**
	+ Our organization is registered on the 4th Pillar Support Centre website
	+ Our organization is a member of the 4th Pillar panel

**ON THE SPECIFIC PROJECT FOR WHICH YOU ARE REQUESTING SUPPORT**

* **Title of your project or description of your project in one sentence.** (max 200 characters)
* **In which country and which region or city is the project located** (max 100 characters)
* **Briefly describe the project or activity in the partner country on which you will spend the extra funds from 11.11.11:** (max 1500 characters)
What exactly does the project involve? Who is the target group? How many people are you reaching? What change do you want to achieve? (as specific as possible)
* **What is the total cost of the project for which you are requesting support?**
* **Add a limited budget of the project(\*)** (max 1000 characters): What is the total budget of this project? What cost items are planned? Indicate what you will spend the €1000 on (concise, yet detailed).
* **Describe where the other funds to realize the project will come from?** (grants, donations, own funds, local fundraising, ...) (max 1000 characters)
* **Clarify which Sustainable Development Goals (SDGs) this project contributes to and how. Focus on the goals to which you are directly and fully contributing. Find more information at** [**https://www.sdgs.be/en/sdgs**](https://www.sdgs.be/en/sdgs) **.**

**ABOUT YOUR PARTNER ORGANISATION**

* What is the name of the local partner organization?
* Name and first name of contact person
* Function of contact person
* E-mail/tel/website of contact person
* **Briefly describe the nature of the partner organization and of your collaboration?** What type of organization is it? Is it a recognized organization in the partner country (max 500 characters)?
* What do you think are the **'strengths'** of your partner organization? What are the **working points or concerns** for their operation?

**ON THE 5 BUILDING BLOCKS OF A QUALITY PROJECT**

* **Briefly describe the way you guarantee a quality project using our 5 'BUILDING BLOCKS'.**
These building blocks are guidelines to develop your project and strengthen its quality.
	+ **1 - Ownership by the partner in the partner country** (max. 800 characters). Describe your relationship with the partner organization in the partner country. What is the nature of your cooperation? Have you been working together for a long time? Who is making the plan of the project? Who decides? Who executes?
	+ **2 - Sustainability** (max. 800 characters). How future-proof is your project? What happens if your 4th Pillar operation stops? What is the long-term financial viability? What are the financial risks to the project? How do you try to cover them?
	+ **3 - Ethical conduct**: How is attention paid to ecological sustainability, impact on environment, climate,...? In what way are local traditions, culture and values taken into account? With social positions of your target group, gender relations,...? What are important ethical values in your project?
	+ **4 - Raising awareness** (max. 800 characters). How do you communicate about your project? To which target groups and in what way? What activities do you set up around it? What means of communication do you use (website, newsletter, PowerPoint, exhibition, workshop, ...)?
	What images do you use to promote your project? How do you make them sensitive and/or aware of the reality in the partner country?
	+ **5 - Cooperation in Flanders with other actors on global themes** (max. 800 characters). Who do you work with? GRIS (Municipal Council for International Solidarity), NGOs, other 4de Pillars, schools, businesses, socio-cultural associations, youth associations, others....?

**HOW DOES YOUR 4TH PILLAR ORGANISATION SUPPORT THE ACTIVITIES OF THE UMBRELLA OF INTERNATIONAL SOLIDARITY, 11.11.11 AND ITS MEMBERS**

* **Describe how your organization has actively contributed to the campaigns, activities, events or themes of 11.11.11 the umbrella of International Solidarity and its members.** (max 1000 characters)
* **How did your organization pay attention to this? How did your organization make this visible** through one or more of the following ways**?** (max 1500 characters)

**How did your organization pay attention to this? How did your organization make this visible through one or more of the following ways?**

* By co-supporting the autumn campaign or the actions and activities of 11.11.11 throughout the year. By co-raising funds for the campaign. By co-sponsoring the demands of 'political' actions.
* By participating in activities and networking events of the 11.11.11 dome.
* By using your own communication channels to raise public awareness of 11.11.11 campaigns and actions.
* By establishing active partnerships with other members of the 11.11.11 umbrella.
* By actively contributing in partnership in your municipality or region to strengthening the support base for International Solidarity, in collaboration with 11.11.11 and its members, by raising public and policy makers' awareness of global issues.
* Otherwise:
* **Explanation of use (\*)**
	+ The applicant declares that any grant received will be used for the purpose described above. The grant will not be spent on travel or accommodation expenses. Upon simple request, evidence of the spending will be presented.
* **For any additional information or queries:**
4th Pillar Support Centre - 02.536 11 19 - 0497.73 08 14 - info@4dePijler.be