

For those who seek financial support from FAN

Normally, when applying for support, you formulate a project with fixed budget, goals, evaluation criteria, timeline etc. Under present Covid-19 crisis, this is difficult. Activities may meet unpredictable obstacles and improvisation may become necessary. And grant-giving organizations cannot sensibly insist on observation of standard strict terms of monitoring. In recognition of this, FAN is flexible. However, we do insist on certain requirements being followed as detailed below.

FAN-terminology speaks of *initiatives*, rather than *projects* (but you may use any terminology you prefer). Grants of initiatives are often given incrementally by granting first a certain maximal sum to be spent, with the intention to release a further grant later depending on experience obtained as the activities unfold. FAN is flexible and will understand it if e.g. prices of sensitive equipment (oxygen concentrators, PPE-equipment or even food) have risen drastically. FAN is also open towards an extension of a grant beyond the need first stated by the initiator (as we call the applicant). Therefore, an advice to the initiators is:

Advice: Work out an initial detailed budget covering activities which you feel assured can be carried out under that budget within a short time, confident that FAN is open to grant an extension based on initial good results or made necessary due to unforeseeable increased expenses.

Below is a set of *nine requirements* and in the end *some limitations concerning food-related activities*. Some of the requirements are formulated as questions you must answer:

Req-1: Give the initiative a name, select a contact person for the initiative (name, e-mail, mobile number), give details of the organization which is responsible for the initiative (e.g. homepage if available, or provide information about the organization in clear text, just a few basic sentences). If no organization is behind, give details about the individual or group of individuals behind.

Req-2: Describe the situation in the area of your initiative.

Req-3: State the main objectives of the initiative in just three lines!

Req-4: Where will the activity take place (village/town, ward, municipality, district, province)?

Req-5: Who and how many people will benefit from the initiative?

Req-6: Timeline of the activity must be given. As indicated, you may suggest an initial duration, say one month with continuation if the results so justify. Maximal total timeline should be 6 months. A continuation beyond 6 months will require renewed considerations and may only be justified in case the threat from Covid-19 continues with equal strength or causing severe after-effects, justifying continued catastrophe management.

Req-7: Which organizations are tied to the initiative (none, municipalities, NGO's, larger organizations, governmental organizations such as e.g. the SWC, Social Welfare Council)?

Req-8: If you have letters of recommendation, include them in your application; if you can suggest persons or organizations where we can ask for such letters, please give details (e-mail address and mobile number preferably).

Req-9: A detailed budget must be given (see also the advice above).

We are aware that hunger is threatening as an unfortunate consequence of the COVID-19 crisis. FAN acknowledges that, though a focus on direct aid to cope with COVID-19 was and still is a key priority. If you apply for food-related activities, please consider the following:

- a. The activity should be limited to one month (may be extended to two months if special conditions apply);
- b. The beneficiaries should be as well defined as possible at the time of application and their number given, either in terms of individuals or (preferably) in terms of families;
- c. Food is NOT aimed at a nutritious standard cost plan. It is food in a situation of catastrophe. So typically handing out only rice may double the period of support;
- d. Cost for other items than food (e.g. transportation) in connection with the distribution of food should be listed separately.

We add that all applicants must inform us about connections and possible references which could help us in evaluating proposals. Especially you MUST state from where you heard about FAN.

FAN-management, May 26th and June 20th, 2021/FT