Moving Child gGmbH

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**Applying for sponsorship from Moving Child gGmbH**

**- first time application -**

**APPLICATION PROCESS**

Informal inquiries can be submitted by email (info@moving-child.com) or by telephone. Applications can be submitted via this application form (sent to us by email). Your application – in German or English – will be processed in the order in which we receive them. We will confirm the receipt of the application and will communicate our decision within 4-6 weeks. Please describe your project in a brief and concise manner with all essential details and information, including your budget, your other sources of funding and the exact sum you are applying for.

*Our most important criterion for deciding on sponsoring a project, is its fit with the purpose of our foundation.*

Should we approve your application, please note that we need a **donation receipt** right after you receive our financial support.

**Attachments**

Enclosed to this application, we also need a copy or scan of your **organisation’s statutes** and the official **notice of (tax) exemption**.

**APPLICATION FORM**

First name, last name of the applicant:

Address:

Email address:

Phone number:

1. Name of your project and address of the responsible body:
2. **Legal form:** Which legal form does the responsible body/organisation have? Please include a scan/copy of the organisation’s statutes and the latest notice of (tax) exemption in this application.
3. **General description of your project:** What are the social challenges? What is known about the problem? Who and how many people are affected (target group)? What is the project's approach?
4. **Planned activities:** Describe the specific activities that you have planned, including the duration of the project. Where is the project planned?
5. **Project status:** What is the current status of your project? What has already been initiated to realize your project - conceptually, organizationally, financially? Are there partners for the project?
6. **Budget**

6.1) **Expected costs:** How high are the expected costs in general and which funding commitments have already been requested?

6.2) **Funding:** To what extent are you applying for funding from Moving Child (i.e., specific sum)?

6.3) **Duration of funding:** Are you applying for a single donation or for a long-term project (e.g., 3-5 years)?

6.4) **Cost plan:** What are the funds requested for and what exactly is planned with them? In case of a detailed cost statement, the planned budget can be submitted as a separate document.

6.5) **Instalment plan:** In the event of a positive decision on your application, when should the funding amount be transferred and in which instalments?

7) **Impact and evaluation:** What long-term effects are you expecting to see as an outcome? What should the optimal outcome look like? How can you evaluate the project’s success (e.g., feedback from the target group, participant survey, project evaluation, etc.)?

8) **Sustainability:** How can the project have an impact beyond the funding period? How should the project be continued after funding has ended (e.g., long-term financing options, takeover by other sponsors)?

I hereby give my consent to the storage and processing of the above data (see legal notice below).

Place and date Signature

**Legal notice**

This data protection notice applies to data processing in connection with the supporting activities of Moving Child gGmbH, Mathildenstraße 12, 80336 Munich. Your details are required to process the application and to pass on information (legal basis is Art. 6 Para. 1 S. 1 f) GDPR). In order to be able to send you information by email, we need your consent (the legal basis is Art. 6 Para. 1 S. 1 a) GDPR). Personal data will be passed on to third parties only if necessary for the foundation's activities. We store data for as long as they are needed to process the application, its approval and reporting, or for as long as we want to stay in contact with you. You have the right to information, correction, deletion and objection. You can request information about the data stored about you and have the right to receive a copy of your data. In justified cases, you can also request the deletion or correction of your data or the restriction of the processing of your data. You can revoke your consent to receive e-mails at any time with effect for the future. You can object to the processing of your data at any time. To exercise these rights, you can contact our managing directors (info@moving-child.com). In addition, you can contact the Munich Commissioner for Data Protection and Freedom of Information as the responsible supervisory authority.