HOW TO APPLY:
GENERAL INFORMATION, ELIGIBILITY CRITERIA AND TOPICS OF INTEREST TO THE
NANDO PERETTI FOUNDATION

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To submit project proposals to the Nando Peretti Foundation you must first register your organization on our website, here: http://www.nandoperettifound.org/en/register.php

Registration of your organization is to be done only once.

Please indicate the contact person’s data carefully, especially the email, because the NPF will refer to this contact information for all future communication.

Please note: multiple registrations done by the same organization will be deleted!

After registration and acceptance of the privacy note, you will be able to share information with the Foundation.

Once registered, you will receive access credentials to submit project proposals. The whole procedure of registration and submission of projects is carried out exclusively online: at every stage of this process, you can make use of the guidelines and help pages.

The Nando Peretti Foundation is a non-profit foundation. Therefore, the candidate must be a non-profit organization (association, foundation, cultural association, university, academic institution, etc.).

To be admitted to the evaluation, the project must be submitted following these guidelines.

Each project is carefully considered by our Board of Directors and approved or rejected at its sole discretion. The Board does not follow pre-defined criteria in its decisions. It decides each time how many and which projects to approve. For this reason applicants are not given advice in preparing the applications: the Foundation wishes that the proposals reflect the real needs of the project. Admission or exclusion is a decision pertaining solely to the Board.

The Nando Peretti Foundation has been operating for over ten years to support programs aimed at protecting and promoting human rights, children education and protection, scientific and medical research and health, promotion of art and culture, environmental protection and nature conservation.
If you wish to explore the areas of intervention and type of projects that the Foundation has supported to date, please visit the projects section of this website. All past and ongoing projects are published online.

1. REGISTRATION

In this preliminary section you be asked to register your organization. Please, carefully follow the instructions provided.

Write the legal name of the association, tax code, the legal address and the mailing address, telephone and email.

In the registration section, you must also indicate the two leading figures of the project: the legal representative or the person who is legally entitled to sign a contract with the Foundation should the project be approved, and the contact person or project manager who is the person the Foundation can contact for updates or additional information for administrative reasons.

During registration you will be asked for the official documents of your organization: statute and articles of incorporation, and the last two audited balance sheets.

The Statute and the Budget must be in Italian or in English, officially translated with certification.

2. HOW TO SUBMIT A PROJECT PROPOSAL TO THE NANDO PERETTI FOUNDATION

To submit a project proposal to the Foundation please follow these steps:

- Register on-line
- Download the budget form
- Fill out the online application form
- upload the budget form

3. HOW TO FILL OUT THE APPLICATION FORM

The application form is where you can present in detail the project and your association/institution. It should therefore be viewed not as a simple questionnaire to answer, but as a way to make sure that the Foundation can receive a correct idea of the project and the proposed activities. It therefore needs to be filled out very carefully.

The working language of the Foundation is English. Application forms submitted in other languages will be rejected.

Application forms written in poor English will be rejected.

The project must be presented in a descriptive or analytical style where required, in the third-person narrative mode (journalistic style).

The Application Form consists of twelve sections:
1. Project title
2. Organization's achievements related to the project issue and other information to help us understand why the organization is qualified to undertake the project
3. Background information: a brief description of the problem you propose to address, including evidence of its importance and relation with the Foundation's goals
4. Explanation of how the project will address the problem: activities, operational procedures and methodology
5. Anticipated achievements or outcomes of the project
6. Description of how the results will be disseminated
7. Explanation of how the applicant organization will sustain the project financially after the Foundation funding has ended
8. Project timetable
9. Country or geographic region where the work will take place
10. Estimated costs for the project in EUR
11. Amount requested from the Nando Peretti Foundation in EUR
12. Other co-financers of this project (and the amounts)

SECTION 1. As for the title of the project, please do not use, if possible, acronyms, proper or abstract nouns. The title should be a concise description of the project (for example, "Construction of an orphanage in Bangladesh").

SECTION 2. In this section you will also be asked to give a brief description of your association, when and by whom it was founded, what are the desired objectives, and the activities conducted so far related to the project issue, to help us understand why your organization is qualified to undertake the project. We recommend in particular that universities and academic institutions, teachers and researchers, pay close attention to the presentation phase before submitting the project by checking if your institution is able to receive private funding from the Foundation and check exactly which department or faculty is responsible for the actual signing and for the project itself.

SECTION 3. Thereafter the description of the project begins. The project is to be described by starting with an explanation of the area of interest (background) and continue with a detailed description of planned activities and the methodology for implementing them.

SECTION 4. We ask you to describe the methodology in the clearest way possible, specifying the ultimate goals of the research and the expected results. This is particularly required in case of medical or scientific research projects.

SECTION 5. In this section please describe the minimum expected results from the implementation of your project.

SECTION 6. You must indicate how the results will be disseminated by your association.
SECTION 7. "Sustainability" refers to the ability of the association to continue the project until its completion in case the total project cost is greater than the amount awarded by the Foundation or in the case of a multi-year project.

SECTION 8. This section asks for the timing of planned activities and the start and ending date of the project. We recommend therefore, in addition to a monthly table, to indicate the expected dates of beginning and end of the project.

SECTION 9. The location where the project will take place.

SECTION 10. This section deals with the financial part of the project.

SECTION 11. Please indicate the amount required from the Foundation, if it is a 100% financing or if it is a co-financing.

SECTION 12. This area should include any other donors or other sources of funding to bring to carry out this particular project.

4. HOW TO FILL OUT THE BUDGET FORM

This form consists of an Excel spreadsheet. The form can be filled in as appropriate and relevant to the expenditure items that are part of the total budget.

The budget must be presented in EURO.

The cost plan must be described in analytical form, listing all the chapters and the items of expenditure required for the implementation of the project. We recommend where possible to divide the costs into chapters, for example human resources, equipment, travel, supplies and so on.

If you submit a project for which funding is requested at 100%, you should indicate all costs that will be incurred with the financing. If you submitted a project proposal calling for a partial co-financing, you will need to present a budget that shows the total cost of the project in summary form, and a budget that shows in analytical form the costs that will be incurred with our co-financing.

In the case of substantial requests for funding, you may choose to split the total budget in macro-categories: this strategy may facilitate possible counterproposals for partial funding by the Foundation. The total eligible amount of expenses, without proof of payment, shall be capped at 5% of the total grant, and in any case cannot exceed a total amount of EUR 5,000.00.

Every operational partner who carries out expenditures with project funds must be indicated in the budget.
The total amount requested in the Budget Form must be exactly the same as the one requested in the section IV of the Application Form. A difference between the two budgets may represent a cause for exclusion or referral of the proposal at the next Board of Directors.

5. DEADLINES

Project proposals may be submitted, through the online application, throughout the year. Please know that the decision-making process of our Foundation can take up to six months. Therefore, plan the start date of your project activities accordingly.

6. EVALUATION OF PROPOSALS

Foundation staff will send the results of the evaluation of the project by e-mail. If the project is approved, a contract will be drafted and signed between the beneficiary and the Foundation.

The procedure will be indicated by the Foundation, while timing will be determined with the beneficiary. If the project is rejected, all documents relating to the project held by the Foundation will be destroyed. Since applicants may re-submit the same application or a new one the following year or before the next meeting of the Board the same year, we remind you that in this case, you must repeat all the steps above.