

# SUBMITTING A PROJECT

#### **CONTACT US**

For any question related to your project or the application process, do not hesitate to contact:

email: contact@agencemicroprojets.org

phone: 00 961 81 588 259

# **STEP I: CREATING YOUR ORGANISATION'S USER PROFILE**

#### **CREATING AN ACCOUNT FOR YOUR ORGANISATION**

To begin, please click on the following link: www.portailsolidaire.org

Then click on:



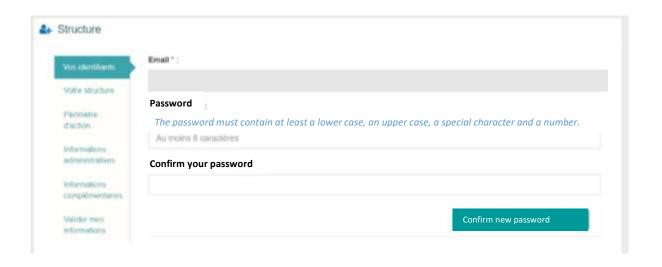
If you don't have an account yet, click on:

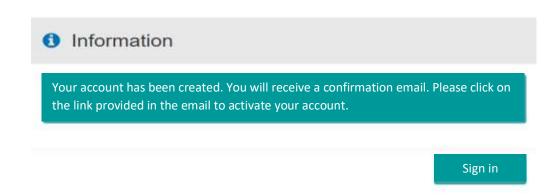


#### Provide your login details

Please provide a generic email address of your organization. For example: contact @name of the organisation.org

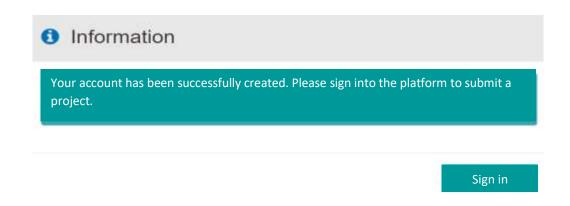
**Beware:** Only one email address can be used to connect to your organisation's account. Make sure that the email address has been correctly spelt and **to keep note of your login details.** 





Check your inbox, you should have received an email to confirm your submission!

If this is not the case, please check that there are no spelling mistakes in the email you provided else you may lose access to your user account



## FILL IN YOUR ORGANISATION'S USER PROFILE

You must fill in this form completely before being able to apply for funding. The information concerning your organisation's profile can always be modified. Please make sure to:

- Update the financial report each year
- Update information regularly

Your organisation	Please check that the « administrative information » section is up to date.
	Vous devez remplir ce formulaire pour pouvoir accéder aux dépôts de projets (Cliquer sur "Vos projets")
	Name of the organization:
	Country:
	Selectionnez un pays -
	Type of organization:
	Sélectionnez un type de structure -
	Acronymn of the organization:
	Address of the headquarters:
	ZIP code:
	Town:
	Region and county:
	Landline phone:
	00 85 85 85 85 85 85 85 85 80 00241 258 265 854
	Mobile phone: 06 85 85 85 80 ou + 33 6 85 85 85 ou 00241 258 265 854
	WhatsApp number:
	Phone number of the project manager:
	06 85 85 85 0u + 33 6 85 85 85 0u 00241 258 265 854
	Facebook page:
	http(s,)//
	Website:
	http(s) //
	Logo of your organisation:
	Add a file

Continent and country: Field of intervention Sélectionnez L Select a country or continent Field of intervention: Select one or several fields of intervention Save my information Legal statutes of the organization: Field of (Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum) intervention Première publication au Journal Officiel: \* (Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum) Ajouter un fichier First publication on the Official Journal or equivalent: Don't Date of the first publication on the Official Journal: forget to (Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum) save the Last update of the publication on the Official Journal: document before proceeding to Minutes of the last General Assembly (moral and financial report, dated and signed): the next step. Total amount of financial ressources in year N-1 Complementary Has your organization already been supported by the Guilde? information

Has vour organization already been supported by the Guilde?

Out Non

Brief presentation of your organisation: group?

(This presentation will be available online.)

O Yes O No

Save my information

If your project is selected, the presentation of your organisation will be visible online on the map of the microprojects. Your logo, your photos and the presentation of your project will also be put online and accessible to all.

Submit the information

I hereby certify that all the information provided above is correct.

Save my information

Once you have submitted the form, the following message will appear at the top of the page.

Modification effectuée avec succès

Your organisation's profile has been saved. You can update it at all times.



Now you are ready to submit a project.

Please refer to the tutorial: step II: Submitting a project

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