



Agence Micro Projets
30 ans de microprojets
Incubateur d'initiatives solidaires

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](mailto:contact@nameoftheorganisation.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.**

Structure

Vos identifiants

Votre structure

Périmètre d'action

Informations administratives

Informations complémentaires

Vider mes informations

Email * :

Password :

The password must contain at least a lower case, an upper case, a special character and a number.

Au moins 8 caractères

Confirm your password

Confirm new password

Information

Your account has been created. You will receive a confirmation email. Please click on the link provided in the email to activate your account.

Sign in

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

Information

Your account has been successfully created. Please sign into the platform to submit a project.

Sign in

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:

Sélectionnez 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:

Mobile phone:

WhatsApp number:

Phone number of the project manager:

Facebook page:

Website:

Logo of your organisation:

Add a file

Save my information

Field of
intervention

Continent and country:

Sélectionnez le pays ou le continent

Field of intervention:

Select one or several fields of intervention

Save my information

Field of
intervention

Legal statutes of the organization:

(Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum)

Add a file

Première publication au Journal Officiel : *

(Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum)

Ajouter un fichier

Add a file

First publication on the Official Journal or equivalent:

Date of the first publication on the Official Journal:

(Fichier au format pdf / doc / docx / jpg / jpeg / png - 1Mo maximum)

Last update of the publication on the Official Journal:

Add a file

Minutes of the last General Assembly (moral and financial report, dated and signed):

Add a file

Total amount of financial resources in year N-1

Complementary
information

Has your organization already been supported by the Guild?

☐ Oui ☒ Non


Brief presentation of your organisation : group?

(This presentation will be available online.)

☐ Yes ☐ No

Save my information

Save my information

 Don't
forget to
save the
document
before
proceeding to
the next step.

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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