



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 2: SUBMITTING A PROJECT

THE FUNDING REQUEST APPLICATION FORM

Your organisation's profile has now been created successfully. Please log into the platform www.portailsolidaire.org.

Click on "submit a project" (« déposer un projet ») on the left hand side of your screen.

You can start completing your application form in "draft" mode. It will be saved and assessed by our panel of examiners as soon as you have submitting your project. Don't forget to regularly save your file!

We are here to help you

- Email : contact@sportdeveloppement.org / aide@portailsolidaire.org
- Téléphone : +33 (0)7 69 51 27 93
- Whatsapp : +33 (0)7 69 51 27 93

Download the Sport & Santé Afrique 2020 project submission guidelines.

Key information

Once you have submitted your project, you will be able to download a PDF version of your "Organisation" (Structure) & "Project" (Projet) files with all your documents. A zip file containing all documents can be found at the bottom of your page "Project" and on the icon of your project in your organisation's user profile. This file will contain 2 subfiles, one with all the information about your organisation and the other with all the information about your project. This file also contains all the documents in the Appendix and the photos.

Once you have submitted your project, you can no longer modify the information about your project. However, you can still update your organisation's user account.

Please read the [Liban 2021 Rules and Regulations](#) carefully.

Don't forget to update your organisation's profile

Your account

Please read the rules and regulations carefully



Need help?

Contact us

Reminder : Eligibility criteria

Sport & Développement - La Guilde

- For more information about the eligibility criteria, you can visit the "Porteurs de projets" page of the Portail Solidaire:
<https://www.portailsolidaire.org/porteur-de-projet/>

☒ I hereby certify to have read the rules and regulations and all information provided above

Select the call for proposals

The first step is to select the call for proposals. To apply for funding for a project in Lebanon please select the "Liban 2021" call for proposals.

Pré-requis

Session

Introduction

Objectifs de Développement Durable

Objectifs et pertinence du projet

Select the call for proposals you wish to apply to. Please check that your project concerns as least one of the themes of the call for proposals.

Rechercher :

Session	Dépôt	Thématiques éligibles	Instruction et jury	Avis de non-objection	Versement de s fonds
Sport & Santé en Afrique 2020	04/09/2020 au 12/10/2020	Sports	13/10/2020 au 27/11/2020	01/12/2020 au 31/12/2020	A partir du 04/01/2021

Précédent 1 Suivant

Save my information

The application process has 12 steps. Make sure that you start completing your application file well in advance. If you prefer working on a Word document (or other), you can copy/paste the content from your document into the different items of the platform. Careful! Examiners will be reading your project from step 1 to 12. Make sure that examiners can quickly understand the content of your

project and that all important information is in the answers to the different questions of the platform. Be simple, clear, concise, precise and provide concrete information.

CAREFUL: Don't wait until the last day to upload the documents in the appendix and to submit your project! Too much traffic on the platform can lead to system failures.

Make sure to have another person read your application form before submitting your project to make sure that your project is understandable for external people.

For any question related to the application process, please contact us at : contact@agencemicroprojets.org

1/12 – INTRODUCTION

You will find guidelines on [HOW TO SUBMIT YOUR PROJECT](#) in the resources page of the Agence des Micro Projets (Program of the NGO La Guilde).

The title of the microprojet must not contain any punctuation marks (full stops, quotation marks etc...), nor be too long. It should be written in lower case letters.

Mind the syntax and the spelling mistakes.

Please give us an email address and a phone number that you use regularly and make sure that you will be available in the days following the submission of your project on the platform.

In “**Geolocalisation**” please use this format **only: Town, Country**. For example, if your project is in the town of Kpalimé in Togo, you should write Kpalimé, Togo.

Don't add anything else, no longitude, no latitude, no upper case letter, no internet link. Then click on “Check on Google Maps” to check that your project has been correctly geolocalised. If you cannot find your village in Google, indicate the nearest town.

Pré-requis	Title of the project	Give a title to your project. Choose it carefully: it should be appealing and self-explanatory: neither too vague nor too long. If the title is not self-explanatory, add a subtitle.
Séjour	<input type="text"/>	
Introduction	Subtitle	
Objectifs de Développement Durable	<input type="text"/>	
Objectifs et pertinence du projet	Field(s) of intervention	
Partenaires	Select a field of intervention	
Bénéficiaires	Sport's theme	
Activités	Autres	
Viabilité	Continent and country	
Evaluation et prolongements	Select a country	
Budget	Region	
Annexes	<input type="text"/>	
Photos et Vidéos	Location	
Vider mon projet	<input type="text"/>	
	Geolocalisation	
	(Exp: Paris, France)	
	Country, town	
	Check on Google Map	

Synopsis of the project

(Ce descriptif sera visible sur le site microprojet.org)

B I S U

The synopsis of the project should be concise and contain all key information about your project: where will it be conducted, what it is about (objectives, activities, ...), who does it target, why is it necessary, etc. If your project is selected, this part will be uploaded online and accessible to all. Check your syntax and your spelling.

Last name of the project manager

First name of the project manager

Phone number of the project manager

Email of the project manager

(Un seul email doit être indiqué)

Exp. duport@gmail.com

Resume of the project manager

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

Add a file

The resume of the project manager should demonstrate that the project manager has the competences needed to manage the project. This is even more important if specific skills are needed: medical, pedagogical or other or if the person is one of the experts that will go on the field. If the project manager does not have the necessary expertise, he should make sure that relevant experts will participate to the project.

Save my information

2/12 – SUSTAINABLE DEVELOPMENT GOALS

In this part please select the Sustainable Development Goals (SDGs) that are related to your project. For more information on the SDGs, please visit the [United Nation's website](#).



Sélectionnez le(s) ODD, Objectif de Développement Durable qui correspond à votre projet. Vous pouvez en sélectionner un ou plusieurs.

Sustainable development goal

Please select the SDGs that are related to your project

Save my information

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

3/12 – OBJECTIVES AND RELEVANCE OF THE PROJECT

Download the **Liban 2021** project submission guidelines.

- The general objective(s) of your project should be related to one or several of the 17 SDGs. They concern a general issue that the project cannot solve alone but on which it seeks to have an impact.
- The specific objective(s) of your project must be concrete and achievable. Each objective must be simple, clearly expressed, realisable and measurable.
- The local context must describe the situation after the 4th august explosion in Beyrouth : political socio-cultural, geographic and environmental context in which the project will be implemented. You can start by describing the national then regional then local context. You must clearly explain the relationships between the different actors and what is your role among them.



General objectives of the project

The general objective of your project should be linked to one or several of the 17 Sustainable Development Goals. They concern the general problem that the project will not solve alone but on which it seeks to have an impact.

Specific objectives of the project

They contribute to the general objective. They must be concise (max 5) and SMART: **Specific**: clear, simple; **Measurable**: quantifiable, and measurable with indicators; **Acceptable** for all stakeholders; **Realistic** and realizable with the available resources and **Time-bound**: limited in time, so that they can be evaluated.

Local context

Without describing the country's history, briefly describe the country's specificities (political, geographic, climatic, social, economic, etc...) that have an impact on your initiative. Carefully describe the context of the field in which you will intervene (political context and the national and local difficulties) as well as the sanitary context. Don't forget to include statistics and their source. Finally, describe the local context, of the village or district (socio-economic and sanitary situation, current situation of the beneficiaries, number of inhabitants of the village, etc...) in which your project will take place. Clearly express the need that you have identified and to which the project will answer. Indicate who has

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

4/12 – PARTNERS

If you don't have a partner, click on « I have no partner for this project ».

If you have a partner, locally or abroad, this partner should always be a legal entity that is officially registered locally (and not a physical person). If your partner is part of a cooperative, federation, grouping of several people, you should clearly explain how this grouping works, how responsibilities are divided and how monetary resources and goods are managed.

Pré-requis

Séjour

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Valider mon projet

I have no partner for this project ☐

Name of the main partner

Acronym of the main partner

Nature of the main partner

[Sélectionner une nature]

Proof of registration with the local authorities

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

Add a file

Address of the partner

Phone number of the partner

Second phone number of the partner

Third phone number of the partner

Email of the partner

Exp: dupont@gmail.com

Second email of the partner

Exp: dupont@gmail.com

Third email of the partner

Presentation and experience of the local partner

If your local partner does not have an official administrative document that proves its existence locally, a letter from the local authorities testifying that the organisation exists can also be used.

Your partner must be a legal entity (non-governmental organisation, school, grouping, Economic Interest Group, town, city council, company, etc...) that is officially registered locally and not a physical person. You should demonstrate that your partner has the competencies to manage the project.

Add a new partner

Name

Nature

Presentation

5/12 – BENEFICIARIES

Download **Liban 2021** project submission guidelines

In 'Number of direct beneficiaries', give the exact number (or an estimate). Don't add any text or other punctuation mark.

- In the characteristics of direct beneficiaries you should give as much information as possible about the people that will benefit from the project (gender, age, socio-cultural and economic characteristics, family situation, etc.)

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Number of direct beneficiaries

Characteristics of the direct beneficiaries

Please indicate the exact number (or an estimate) of direct or indirect beneficiaries in the corresponding boxes. Do not add any text, punctuation mark or acronym.

In this part, please provide more details about the people that will directly benefit from the project (sex, age, socio-economic, cultural, sanitary, economic, family characteristics...)

6/12 - ACTIVITIES

In this section, you should clearly describe the different steps of your project and how they will be implemented in time. You can add as many activities as you want. Be as concrete and precise as possible: give numbers and explain which resources will be needed to implement the activity. You can for example create an activity for each specific objective and then explain each of the activities in more detail, or you can describe the project chronologically: design, implementation, monitoring

You can add a new activity by clicking on 'Add a new activity'.

All the actions and activities of the project must be described, including the monitoring and evaluation.

Beware: To be eligible, **a project must necessarily last less than 1 year**. Please note that grants only fund future activities and not past activities. Consequently, most of your activities should be future activities.

A project must be a sequence of more or less interdependent activities needing human and technical resources and equipment.

Each activity should help you to meet one or several of the specific objectives of your project.

(Les champs en "*" sont obligatoires)

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Timeline of the project

The project should last at least a year and maximum 3 years – Monitoring and evaluation stages included

Beginning

End

Activities

Add another activity

Search

Title	Resources	Expected results	Calendar
Aucune donnée disponible dans le tableau			

PreviousNext

Save my information

For each activity, please answer the following questions: Who? Where? When? In how much time? With which money? For who? Using which resources? The examiners should clearly understand how the activity will be conducted.

Normally when taken together, the dates of each of the activities should add up to fit the overall timeline of your project.

La Guilde / Agence des Micro Projets does not fund past expenses. Please make sure that all the expenses for which funds are requested are future expenses. If your project started a few months ago, please indicate which activities have already been implemented and which ones are yet to be conducted. The project should last a year maximum after the closing date of the call for proposals you are applying to.

Don't forget to save your information before proceeding to the next step !

7/12 – VIABILITY

Pré-requis

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(Les champs en ** sont obligatoires)

Financial viability

How will implementation and maintenance costs be covered in the medium and long term locally (membership fees for the beneficiaries, state funds, Income Generating Activities etc.)? Show that your project is financially viable and autonomous locally.

If Income Generating Activities are expected, please provide the provisional income statement

Save my informations

8/12 – EVALUATION AND FUTURE PROJECTS

Please describe how the project will be monitored and evaluated: by whom and with which qualitative and quantitative indicators?

Monitoring and evaluation process

Your monitoring and evaluation process should allow you to assess whether you have reached your specific objectives. How and with which qualitative and quantitative indicators will you monitor and evaluate this project and its impacts? For each indicator, you should select a person that will be in charge of following the indicator. Make sure that the person selected has the skills and the legitimacy to do so.

Save my information

For each of these questions, the objective is not to show that everything is perfect but to show that you have been able to identify the strengths and the weaknesses of your project. Be convincing and do not hesitate to explain things in detail.

9/12 – BUDGET

The budget is one of the first things that the examiners will look at. First and foremost, be aware of the following **eliminary criteria**:

1. The budget must be balanced: total expenses excluding valuations and total revenues excluding valuations should be equal. The same holds for totals including valuations.
2. For the Liban 2021 call for proposals, €5 000 to €20 000 per project will be attributed. Please do not submit a request for sums outside of this range.
3. The grant provided by La Guilde / Agence Micro Projets should not exceed 75% of eligible expenses excluding valuations (The following expenses are not eligible: expenses related to the initial diagnosis of the project, the purchase of goods outside of the country of the project unless an appropriate justification is given).
4. You should not have received a grant from the following entities for this project: AFD (PRA/OSIM and other) or MEAE (PISCCA of the French Embassies and other).

Key things to know about your budget:

- Elements included in your budget should be already mentioned in your activities. The examiners should not discover new elements or activities.
- The budget should be filled in online, even for expenses that are not eligible to Liban 2021 call for proposal. If your budget is very detailed, you can combine different elements to facilitate the comprehension of the table online and provide a detailed budget in the appendix. Be careful not to oversimplify, the examiners should understand where the numbers come from.

- Examiners appreciate when organisations invest some of their own resources into the projects as it shows their implication but it is not compulsory.
- La Guilde / Agence Micro Projets does not fund past expenses but you should include all the expenses related to the project in your budget.
- The balance between the different elements of your budget is important:
 - The majority of your budget should be used to invest in the project locally and implement it.
 - Operating costs should be minimal (with the objective of becoming financially autonomous to cover these costs).
 - The expenses related to international volunteers are not eligible. You can include them but La Guilde / Agence Micro Projets will not fund them.
- If you have a big budget, please indicate which expenses will be funded by La Guilde / Agence Micro Projets grant.
- Don't forget to compute all the percentages (for the expenses and the revenues).

Receipts and pieces of supporting evidence:

- You should provide a letter to certify by the honor of the existence of the own resources that your organisation or your partner will invest into the project. ([Download a model for this document here](#))
- Private and public funder : For each resource/grant that has already been « acquired » (“acquise”), you must provide supporting evidence. Click just below the line « Upload/modify the supporting evidence » (« Télécharger/modifier le justificatif »).

The following documents are accepted:

- Letter of the funder with the official letterhead of his organisation
- Signed contract
- Proof of payment signed by the funder
- Bank statement on which the funds are visible (the funder should be clearly identifiable on the bank statement)
- Payment advice sent by the bank or funder
- Email of the funder with the amount granted clearly stated (the email addresses of the sender and the recipient should be clearly visible)

Please fill in the table below

Expenses				Resources			
Nature	Calculation method	Amount in €	%	Origin	Amount in €	Acquired/requested	
Miscellaneous (max 5% of the sub-total)				1. Own resources		Sollicité	✗
Administrative fees (max 10% of the subtotal)							
Total expenses valuations excluded		0 €		Add another resource			
Add another expense				2. Private funders			
				Agence des Micro projets		Sollicité	
				Fondation Agir sa Vie		Sollicité	
				Fondation Impala Avenir		Sollicité	
				Fondation SUEZ		Sollicité	
				Add another resource			
				3. Public funders			
						Sollicité	✗
				Add another resource			
Total resources excluding valuations		0 €					

Calculation methods:

For each line of your budget, the examiner should understand where the number comes from. If you have a quote, write « quote » in the line « calculation method » (« mode de calcul ») and add it in the appendix.

If it is an estimate, please explain how you have estimated this amount: for example: €5 x 30 days x 10 people (€1 500). If you want to describe your estimation method in more detail, you can add an explanatory note in the appendix.

If you cannot save your budget because a piece of supporting evidence is missing for one of your funders, make sure that all proofs of payment or other supporting evidence have been uploaded for all the funds already granted by other funders.

Valuations refer to the non-monetary goods or services of your project: goods that have been donated or lent for free (land, manpower, donation of material and equipment, etc.). Estimate how much this would have cost you and add this amount in both the left and the right column of the table. The total amount of the valuations should demonstrate your involvement (and that of your partners) locally.

Valuations				Valuations			
Nature	Mode de calcul	Montant en €	%	Nature	Montant en €	Acquis/Sollicité	%
Contribution of partners				Contribution of partners		Sollicité	
Add another expense				Add another resource			
Total valuations		0 €		Total valuations		0 €	
Total expenses including valuations		0 €		Total resources including valuations		0 €	

10/12 – APPENDIX

Add in the appendix all the documents or supporting evidence that allows us to better understand the project.

- Click on "Add a file" to add another document. Repeat the operation for each appendix. Do not forget to save the form every time you add a new appendix. Don't add too many appendices. Only add those that are useful to better understand the project.
- All the important information about your project should be in the answers to the questions in this form. The documents in the appendix should provide evidence or complementary information.
- Number and use clear titles for all the documents in the appendix. In the text, you can refer to these appendices: "cf appendix n°". This will incite the examiners to look at this particular appendix.

(Fichier(s) au format pdf / doc(x) / xls(x) / odt / csv / ppt(x) / jpg / png / gif - 5Mo maximum)

Add a file

Save my information

This section allows you to upload all the documents related to your project: You can upload (if necessary):

- Quotes for the largest expenses
- Plans of the buildings (or of other equipment that will be built)
- A certificate of ownership of the land and/or a document testifying that the land can be used for the purpose of your project
- A more detailed budget
- The resumes, degrees (or other evidence) of local project coordinators to show that they have the ability to implement the project
- Any document that shows that the project has the approval and support of the local authorities (request from the mayor of the village, health centres, local social services, etc.)
- The reports or evaluation of your preceding projects
- Reports of exploratory missions (diagnosis, feasibility study, market study, etc.)
- A timeline, a logical framework
- And any other document that you judge necessary for the understanding of the project

Please number and provide clear and self-explanatory names for all documents in the appendix. You can refer to them in the body of your text: "cf appendix n° ...", which will encourage the examiner to look at this particular appendix.

If you encounter any difficulty, for example if you have many documents in the appendix and some disappear, do not hesitate to contact us. In the subject of your email, please indicate the name of your organisation and of your project. You can send your request to: contact@agencemicroprojets.org

Please name your documents carefully and put them in order. Do not overload the examiners with appendices. There should not be more than 15 appendices. They should help to better

understand the project. You can also include other presentation documents of your project used internally. However, all the information that is useful to the examiners to better understand the project should already be in the online application form.

11/12 – PHOTOS AND VIDEOS

It is always easier to present a project with illustrations. You can include photos of a previous project, of the place where the project will take place, etc... However, the photos must be relevant and help to better understand the project. You can also add videos if you have some. These resources will be put online if your project is selected. (You cannot add legends for photos, so please describe the photo in the title.)

You must add at least one photo to submit your project.

Don't add more than 10 photos.

To add a video, please paste the "embed" code that you can find by using the share function of Youtube, Dailymotion, etc.... You can find this code on Youtube by clicking on "share" then "embed".

Photos :
(Fichier au format jpg / gif / png - 1Mo maximum)

Add a photo

Vidéo Youtube, Dailymotion, Vimeo :
(Collez ici le code ht (Paste here the "embed" html code of your video if your video is on Youtube, Dailymotion or Vimeo)

<iframe width="560" height="315" src="https://www.youtube.com/embed/zTkOLgsuTk0"></iframe>

Si votre vidéo n'est pas en ligne, vous pouvez nous l'envoyer. If your video is not online, you can send it to us.
(Fichier au format avi / mp4 - 5Mo maximum)

Add a video

Save my information

12/12 – FINAL SUBMISSION OF THE PROJECT

During the whole application process, you can always save your information temporarily and come back to it afterwards. Once all the items have been filled in, don't forget to:

- Reread what you have written
- Check that there are no inconsistencies (the information should not vary from one page to the other)
- Have another external person read your application
- Check that you have applied to the right session
- Check that your organisation's and the project manager's emails are correct and that these people can easily be contacted and will be available throughout the evaluation process.
- Submit your application

- ☐ I hereby certify that all the information provided above is correct
- ☐ I hereby certify that all the information provided in the appendix is correct. I am aware of the legal sanctions that apply for any false statement or forgery. For all legal intents and purposes.
- ☐ I have read and accept the [Liban 2021 rules and regulations](#)
- ☐ I allow the Portail Solidaire to use my photos and videos.

Submit my project

X Delete all the information

You will receive the results of the call for proposals maximum 2 months after the closing date of the call for proposals.

You can now download your application file from the platform.

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