



Fondasyon konesans ak libète
Fondation connaissance et liberté

Tutorial “Other grants”

The grant proposal is in French, please use the translated format below. You may fill the questionnaire in English, even if the questions are in French.

Welcome to the website of the Fondation Connaissance et Liberté (FOKAL)

This tutorial will guide you through the grant application process through the online form of FOKAL.

- a. Once on the site, click on the "Grants" tab
- b. Then click on "Art and culture / Call for proposals" in the menu on the top left

Let's begin

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<p>Website Other Grants</p> <p style="text-align: right;">Fields with a “*” are mandatory</p> <p>If you place your cursor over the symbol ? , Information will be displayed to help you fill the questionnaire</p> <p>GRANT CATEGORIES</p> <p>Choose the correct field *</p> <ul style="list-style-type: none"> • Human rights • Sustainable development <p style="text-align: center;">Next</p>	<p>Explanation</p> <p>a. Fields with a “*” are mandatory. You will not be able to click on "Next" and change the page if you have not filled in these fields.</p> <p>b. If you hover your cursor over the symbol “?” , information will be displayed.</p> <p>c. Grant Categories: Here you will find other grant categories that you can submit such as sustainable development or human rights.</p> <p>d. Choose your grant application: Choose the type of application that best suits you. If you do not know which type of request to choose, click on a grant category to view a program description and a list of documents to be provided. Please read this window carefully to choose your type of request.</p> <p>e. Be careful as soon as you start the questionnaire, you will not be able to save it. On the other hand if you click "Back" your data will be saved during the current session. Please check your information once you have clicked on "Submit", you will not be able to go back and your request will be definitively submitted to FOKAL.</p>
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a. Human Rights and Civil Society

If you place your cursor over the symbol ? , Information will be displayed to help you fill the questionnaire

Please read the information below carefully before completing the questionnaire.

The grant program of the Fondation Connaissance et Liberté (FOKAL) has existed since its creation and enables it to finance, according to predefined themes, a set of non-profit projects carried out by individuals, associations, organizations, foundations, etc. All funded projects are in line with FOKAL's mission.

This category concerns non-profit projects that are designed for the protection, promotion and respect of fundamental rights and individual freedoms.

This includes projects in: women's rights; Gender equality; Support for victims of violence; Access to justice, social reintegration, memory (devoir de Mémoire) and assistance with the publication of books or documents on research subjects relating to the subjects mentioned.

Documents to provide:

- Proof of existence (identity document for the contact person, legal recognition for recognized institutions)
- Evidence of past activities
- The list of the main participants in the project with a short CV for the contact person
- Estimated budget and detailed financing plan (If the budget is presented in another form)
- The organization's statutes (if an organization submits the application)
- Any other details or details of the project may be provided (eg the organization's account and financial statement)

Location of the project. FOKAL promotes projects in Haiti.

Be careful as soon as you start the questionnaire, you will not be able to save it. However, if you click "Back" your data will be saved during the current session. So check your information because once you click on "Submit" you will not be able to go back and your request will be definitively submitted to FOKAL. You will receive an email, as acknowledgment of receipt with a copy of your request and a code representing your submission.

Next

1 - IDENTIFICATION

Identification*

- Association
 Foundation
 Business
 Individual
 Other Institution
 Other

Institution*

Site Internet

2. Contact person

This person will be the reference of FOKAL for the follow-up of the file.
You need a functional email address and reliable contact information

Name*

Sex*

- Woman Man

Date of birth

Email*

Telephone*

Address*

1. Identification

You are now on the first page of the questionnaire.

- Fields with a red "*" are mandatory. You will not be able to click on "Next" and change the page if you have not filled in these fields.
- If you hover your cursor over the "?" mark, help will be displayed.
- Identification:** Please select the field that suits you best. Do you submit this application as an association? Business? Foundation? Other Institution? Individual or Other? If you are an unregistered group (with the Ministry of Social Affairs, Culture, Commerce, Town Hall) and do not have a bank account in your name, please fill in "Other" by specifying the name of your group. If you click on "Individual", you will fill out directly Part 2 "Contact Person".
- Institution:** Once you click on the category of your choice, an "Institution" box appears. Please type the name of your institution as it appears in your official documents.
- Website:** if you (as an individual) or your institution have a website, please indicate it in this section, example: `http://www`.

2. Contact person

This person will be the reference of FOKAL for the follow-up of the file. You need a functional email address and reliable contact information.

- Name:** Please put your first name first, then your middle or maiden name if necessary and put your last name in the last box. Ex: Agathe Valsaint Joseph or Mireille Beuzile. They must match your official papers.
- Sex:** Select "Man" or "Woman"
- Date of birth:** Click on the calendar icon and use the arrows to choose your month, year and day of birth.
- Email:** it is **IMPERATIVE** to correctly note your email because once your request registered the majority of the interactions with FOKAL will be done by email.
- Telephone:** please note a functional phone number
- Address:** Please note a functional address

3 – Applicant's presentation

Presentation *

Previous achievements *

Back

Next

3. Applicant's presentation

- a. **Presentation:** Present your institution or yourself succinctly. You will be able to download the supporting documents as an appendix. You can write up to 1500 characters (but take in account all spaces and try to limit to 1350 max).
- b. **Previous achievements:** Present 3 achievements maximum corresponding to the field of your request. You can write up to 1500 characters. (but take in account all spaces and try to limit to 1350 max)
- c. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.

4. The project

Brief description of the project*

Project's Objectives*

Impact of the project *

Beneficiaries: *

Partners*

Places of intervention*

Start of project *

End of project *

Number of phases: *

Description and duration of each phase *

Back

Next

4. The project

You can write up to 1500 characters for each field on this page, except for h, i, j (but take in account all spaces and try to limit to 1350 max).

- a. **Brief description of the project:** This is a presentation of the context and justification of the project. Try to answer the following questions: What is this project? Why did you think about it?
- b. **Project's Objectives:** In line with the terms of reference, it is a question of presenting at most three objectives of this project. Try to answer the question: what are the expected outcomes that will result from this project?
- c. **Impact of the project:** This is to see what changes this project can bring to its target population.
- d. **Beneficiaries:** Present the people who will be involved in this project and on whom it will be possible to measure the impact of the project.
- e. **Partners:** These are the financial partners (mainly in the framework of co-financing) or institutional partners that will help implement the activities. N.B: This field is normally mandatory, but if you do not have any information to enter, you may note N / A (not applicable) in this topic.
- f. **Places of intervention:** The grant mainly concerns Haiti. If it is an activity outside of Haiti, it must concern the Haitian community and / or Haitian nationals.
- g. **Start of project:** Select the date on which your project will start by clicking on the calendar icon. Activities should be initiated no later than August 30th, 2021.
- h. **End of project:** Enter the closing date of your project by clicking on the calendar icon. A financial and narrative report must be submitted by January 31st, 2022.
- i. **Number of phases:** this is to indicate the number of phases that structure your project. These are the major stages of the project.
- j. **Description and duration of each phase:** describe the objective of each phase and its progress; enter the duration of the phases in day / month / year format.

k. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.

Fields with a red "*" are mandatory

5 – The Budget

You must submit a budget. Please fill this form : budget proposé then upload it.

Upload the budget *

Currency used *

- Gourdes
- Dollars USD

Total Expenditures *

Total Revenue / Co-Financing *

Total amount requested from the Foundation *

Check Order *

Is this an initial application for financial assistance to the Foundation? *

- Oui
- Non

5. The budget

You must submit a budget. Please fill this form : budget proposé then upload it.

Upload the budget *

- a. **Upload budget:** Be careful, your file can not exceed 3MB. **Currency used:** please select "Gourdes" or "USD Dollars"
- b. **Total Expenditures:** Indicate the total amount of estimated expenses by ensuring that this total represents all of the above expense lines.
- c. **Total Revenue / Co-Financing:** Indicate the total amount of your estimated income or co-financing by ensuring that this total represents all of the above income / co-financing lines.
- d. **Total amount requested from the Foundation:** Indicate the amount you wish to apply to the foundation.
- e. **Check Order:** Indicate the exact name for the check order or the name of your bank account if the application is accepted. Do not put sensitive information such as: credit card number, account number.
- f. **Is this an initial application for financial assistance to the Foundation? :** please indicate if this is your first grant application or not.
- g. If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.
- h. **Is this an ongoing application, have you made the final report? :** Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.
- i. **Is this an initial application for financial assistance to the Foundation? :** please indicate if this is your first grant application or not.
- j. If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.
- k. **Is this an ongoing application, have you made the final report? :** Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.

Allocation of the grant, if you get the financial assistance requested, to which budgetary position (s) will you allocate it? *

Additional information

Annexes*

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Next

- l. **Allocation of the grant**, if you get the requested grant, to which budgetary line(s) will you allocate it? : Explain, you can write up to 1350 characters.
- m. **Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.

- **Annexes**: Upload the following documents: Proof of existence (identity document for the contact person, legal recognition for recognized institutions)
- Evidence of past activities
- The list of the main participants in the project with a short CV for the contact person
- The organization's statutes (if an organization submits the application)
- Any other details or details of the project may be provided (eg the organization's account and financial statement)

You are entitled to 3 MB per file (pdf, jpeg, png and dropbox links are preferable). If you want to upload multiple files, do "Ctrl + Alt" and select the files you want to download at the same time; click on "open".

- n. Click "Next" to continue. You can always go back by clicking on "Back", your data will be saved as long as the session is in progress.

Fields with a red "" are mandatory.*

Once you submit the application, you will not be able to save it. Before submitting your application, please verify the accuracy of all the information you have entered by clicking on "Back" and then check the box to certify that the information you provided is accurate.

You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

Click to certify that the information submitted is correct

Enter the Captcha security verification code and click on "Submit" to finalize your request. Once you click on "Submit", you will not be able to go back and your application will be permanently submitted to FOKAL.

You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

<input type="checkbox"/> The informations in this grant application submitted to FOKAL are certified correct. *	
CAPTCHA CODE <input type="text"/>	
<input type="button" value="Back"/>	<input type="button" value="Submit"/>

Do not close the window once you click on submit.

Once you click on submit, there will be a percentage showing you the progress of the submission on the lower part of the screen. If the process is interrupted, the questionnaire will show where there is a problem. The window will be circled in red. Please correct the information submitted (usually it is because the space count is too high)

Once you reach 100%, a confirmation message will appear in a green canvas “. Votre demande a été soumise, un email de confirmation vous parviendra sous peu”s. You will receive as well the complete grant application, via email as well as a confirmation code you should use for future communication with FOKAL. The response time varies between 1 and 3 months.

Thank you for following this tutorial

b. Sustainable development

If you place your cursor over the symbol ? , Information will be displayed to help you fill the questionnaire

Please read the information below carefully before completing the questionnaire.

The grant program of the Fondation Connaissance et Liberté (FOKAL) has existed since its creation and enables it to finance, according to predefined themes, a set of non-profit projects carried out by individuals, associations, organizations, foundations, etc. All funded projects are in line with FOKAL's mission.

This category covers projects that are designed for environmental protection and sustainable development. This includes :

Reforestation projects; Waste management; Protection of watersheds; Recycling; Strengthening of farmers' organizations; Ecological agricultural and fisheries initiatives; Supply of drinking water ...

Education and training projects that carry innovative pedagogical, organizational or technological dynamics that take into account the environmental, economic and social aspects of territories and populations.

Note that requests for support for individual studies are made through the link: support for studies.

Documents to provide

- Proof of existence (identity document for the contact person, legal recognition for recognized institutions)
- Evidence of past activities
- The list of the main participants in the project with a short CV for the contact person
- Estimated budget and detailed financing plan (If the budget is presented in another form)
- The organization's statutes (if an organization submits the application)
- Any other details or details of the project may be provided (eg the organization's account and financial statement)

Location of the project. FOKAL promotes projects in Haiti.

Be careful as soon as you start the questionnaire, you will not be able to save it. However, if you click "Back" your data will be saved during the current session. So check your information because once you click on "Submit" you will not be able to go back and your request will be definitively submitted to FOKAL.

You will receive an email, as acknowledgment of receipt with a copy of your request and a code representing your submission.

<p>1 - IDENTIFICATION</p> <p>Identification*</p> <p><input type="radio"/> Association</p> <p><input type="radio"/> Foundation</p> <p><input type="radio"/> Business</p> <p><input type="radio"/> Individual</p> <p><input type="radio"/> Other Institution</p> <p><input checked="" type="radio"/> Other Institution*</p>	<p>1. Identification</p> <p><i>You are now on the first page of the questionnaire.</i></p> <p>a. Fields with a red "*" are mandatory. You will not be able to click on "Next" and change the page if you have not filled in these fields.</p> <p>b. If you hover your cursor over the "?" mark, help will be displayed.</p> <p>c. Identification: Please select the field that suits you best. Do you submit this application as an association? Business? Foundation? Other Institution? Individual or Other? If you are an unregistered group (with the Ministry of Social Affairs, Culture, Commerce, Town Hall) and do not have a bank account in your name, please fill in "Other" by specifying the name of your group. If you click on "Individual", you will fill out directly Part 2 "Contact Person".</p>
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<input type="text"/> Website <input type="text"/>	<p>d. Institution: Once you click on the category of your choice, an "Institution" box appears. Please type the name of your institution as it appears in your official documents.</p> <p>e. Website: if you (as an individual) or your institution have a website, please indicate it in this section, example: <code>http://www</code>.</p>
<p>2 – CONTACT PERSON</p> <p>This person will be the reference of FOKAL for the follow-up of the file. You need a functional email address and reliable contact information</p> <p>Name*</p> <input type="text"/> <input type="text"/> <input type="text"/>	<p>2. Contact person</p> <p>This person will be the reference of FOKAL for the follow-up of the file. You need a functional email address and reliable contact information.</p> <p>a. Name: Please put your first name first, then your middle or maiden name if necessary and put your last name in the last box. Ex: Agathe Valsaint Joseph or Mireille Beauzile. They must match your official papers.</p> <p>b. Sex: Select "Man" or "Woman"</p> <p>c. Date of birth: Click on the calendar icon and use the arrows to choose your month, year and day of birth.</p> <p>d. Email: it is IMPERATIVE to correctly note your email because once your request registered the majority of the interactions with FOKAL will be done by email.</p> <p>e. Telephone: please note a functional phone number</p> <p>f. Address: Please note a functional address</p>
<p>3 – Applicant's presentation</p> <p>Presentation *</p> <input type="text"/>	<p>3. Applicant's presentation</p> <p>a. Presentation: Present your institution or yourself succinctly. You will be able to download the supporting documents as an appendix. You can write up to 1500 characters (but take in account all spaces and try to limit to 1350 max).</p> <p>b. Previous achievements: Present 3 achievements maximum corresponding to the field of your request. You can write up to 1500 characters. (but take in account all spaces and try to limit to 1350 max)</p> <p>c. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.</p>
<p><input type="button" value="Back"/> <input type="button" value="Next"/></p>	

<p>4. The project</p> <p>Brief description of the project*</p> <input type="text"/>	<p>4. The project</p> <p>You can write up to 1500 characters for each field on this page, except for h, i, j (but take in account all spaces and try to limit to 1350 max).</p> <ol style="list-style-type: none"> Brief description of the project: This is a presentation of the context and justification of the project. Try to answer the following questions: What is this project? Why did you think about it? Project's Objectives: In line with the terms of reference, it is a question of presenting at most three objectives of this project. Try to answer the question: what are the expected outcomes that will result from this project? Impact of the project: This is to see what changes this project can bring to its target population. Beneficiaries: Present the people who will be involved in this project and on whom it will be possible to measure the impact of the project. Partners: These are the financial partners (mainly in the framework of co-financing) or institutional partners that will help implement the activities. N.B: This field is normally mandatory, but if you do not have any information to enter, you may note N / A (not applicable) in this topic. Places of intervention: The grant mainly concerns Haiti. If it is an activity outside of Haiti, it must concern the Haitian community and / or Haitian nationals. Start of project: Select the date on which your project will start by clicking on the calendar icon. Activities should be initiated no later than August 30th, 2021. End of project: Enter the closing date of your project by clicking on the calendar icon. A financial and narrative report must be submitted by January 31st, 2022. Number of phases: this is to indicate the number of phases that structure your project. These are the major stages of the project. Description and duration of each phase: describe the objective of each phase and its progress; enter the duration of the phases in day / month / year format. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.
<p style="text-align: right;">Fields with a red "*" are mandatory</p> <p>5 – The Budget</p> <p>You must submit a budget. Please fill this form : budget proposé then upload it.</p> <p>Upload the budget* <input type="button" value="Choose file"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/></p>	<p>5. The budget</p> <p>You must submit a budget. Please fill this form : budget proposé then upload it.</p> <p>Upload the budget* <input type="button" value="Choose file"/></p>

Currency used *

- Gourdes
 Dollars USD

Total Expenditures *

Total Revenue / Co-Financing *

Total amount requested from the Foundation *

Check Order *

Is this an initial application for financial assistance to the Foundation? *

- Oui
 Non

Allocation of the grant, if you get the financial assistance requested, to which budgetary position (s) will you allocate it? *

- o. **Upload budget:** Be careful, your file can not exceed 3MB. **Currency used:** please select "Gourdes" or "USD Dollars"
- p. **Total Expenditures:** Indicate the total amount of estimated expenses by ensuring that this total represents all of the above expense lines.
- q. **Total Revenue / Co-Financing:** Indicate the total amount of your estimated income or co-financing by ensuring that this total represents all of the above income / co-financing lines.
- r. **Total amount requested from the Foundation:** Indicate the amount you wish to apply to the foundation.
- s. **Check Order:** Indicate the exact name for the check order or the name of your bank account if the application is accepted. Do not put sensitive information such as: credit card number, account number.
- t. **Is this an initial application for financial assistance to the Foundation? :** please indicate if this is your first grant application or not.
- u. **If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.**
- v. **Is this an ongoing application, have you made the final report? :** Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.
- w. **Is this an initial application for financial assistance to the Foundation? :** please indicate if this is your first grant application or not.
- x. **If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.**
- y. **Is this an ongoing application, have you made the final report? :** Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.
- z. **Allocation of the grant, if you get the requested grant, to which budgetary line(s) will you allocate it? :** Explain, you can write up to 1350 characters.
- aa. **Additional information:** Add information that would be useful in processing your file. You can write up to 1350 characters.

The screenshot shows a web form with two large text input areas. The top area is empty. The bottom area is labeled "Additional information". Below the second text area, there is a label "Annexes*" and two buttons: "Back" and "Next".

- **Annexes:** Upload the following documents: Proof of existence (identity document for the contact person, legal recognition for recognized institutions)
- Evidence of past activities
- The list of the main participants in the project with a short CV for the contact person
- The organization's statutes (if an organization submits the application)
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You are entitled to 3 MB per file (pdf, jpeg, png and dropbox links are preferable). If you want to upload multiple files, do "Ctrl + Alt" and select the files you want to download at the same time; click on "open".

bb. Click "Next" to continue. You can always go back by clicking on "Back", your data will be saved as long as the session is in progress.

Fields with a red "" are mandatory.*

Once you submit the application, you will not be able to save it. Before submitting your application, please verify the accuracy of all the information you have entered by clicking on "Back" and then check the box to certify that the information you provided is accurate.

You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

The informations in this grant application submitted to FOKAL are certified correct. *

CAPTCHA CODE

Back

Submit

Click to certify that the information submitted is correct

Enter the Captcha security verification code and click on "Submit" to finalize your request. Once you click on "Submit", you will not be able to go back and your application will be permanently submitted to FOKAL. You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

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Once you click on submit, there will be a percentage showing you the progress of the submission on the lower part of the screen. If the process is interrupted, the questionnaire will show where there is a problem. The window will be circled in red. Please correct the information submitted (usually it is because the space count is too high)

Once you reach 100%, a confirmation message will appear in a green canvas ".*Votre demande a été soumise, un email de confirmation vous parviendra sous peu*" You will receive as well the complete grant application, via email as well as a confirmation code you should use for future communication with FOKAL. The response time varies between 1 and 3 months.

Thank you for following this tutorial

c. If you have difficulties, please check the following:

Remember to update your browser (Chrome, internet explorer, Mozilla or Safari).

Did you notice a confirmation message in a green canvas, (at the top of the page) once the form was submitted? if so, please check your SPAM or JUNK mail folder

if not, please check these different points below

- 1.- Check that each file uploaded to our platform does not exceed three (3) Mb Megabyte
- 2.- It is possible that a short interruption of your connection could disturb the submission
- 3.- Although the restriction limit is applicable to a separate file and not all files, if you have multiple files note that the download time will be a little bit higher
- 4.- After several attempts with the captcha code, please completely close the browser (Chrome or Firefox I advise you both) and restart the browser to try to submit again.
- 5.- Some unstable connections may hinder the entire process of submitting the request
- 6.-The filling of the request form has a session, but any session will be closed after a period of inactivity, for example one (1) hour of time
- 7.- Even if the character limit is 1500, try limiting your text to 1300 characters because the square also counts all spaces.

You can always write us a message on the Contact us page of FOKAL's website