



Fondasyon konesans ak libète  
Fondation connaissance et liberté

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 "Study grants" in the menu on the top left

Let's begin

## Contents

a. Local University or Professional Studies .....	3
b- Studies abroad for more than 9 months .....	8
c- Studies abroad for less than 9 months / Conference speakers .....	13
d- Thesis / Recognized local universities .....	16
e. If you have difficulties, please check the following: .....	21

<p><b>Website</b></p> <p style="text-align: right;"><i>Fields with a "*" are mandatory.</i></p> <p><b>Study Grant</b></p> <p>If you place your cursor over the symbol ? , Information will be displayed to help you fill the questionnaire</p> <p>Choice of studies *</p> <ul style="list-style-type: none"> <li>a. Local University or Professional Studies</li> <li>b. Studies abroad for more than 9 months</li> <li>c. Studies abroad for less than 9 months / Conference participants</li> <li>d. Thesis / Recognized local universities</li> </ul>	<p><b>Explanation</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>b. If you hover your cursor over the symbol "?", information will be displayed.</li> <li>c. <b>Choice of studies:</b> Please choose the field that best suits you. Are you applying for a university or vocational studies; studies abroad for more than 9 months or less than 9 months, or for the writing of a dissertation for recognized local universities?</li> <li>d. Please read carefully the information on the homepage before starting the questionnaire. 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.</li> <li>e. This table shows you the additional documents that must accompany your application and the information on the category you have selected.</li> <li>f. 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. But if there is a break or you leave the page, you can not copy the information</li> </ul>
--	---

### a. Local University or Professional Studies

The Fondation Connaissance et Liberté (FOKAL) offers scholarships of excellence to undergraduate and professional students with financial difficulties. For excellence, Fokal requires applicants to have a minimum average of 70% on their Bac 1 and 2 for university studies or 60% for professional studies.

In the audiovisual sector, the media program supports local scholarships for a maximum amount of 2,000.00 USD;

To ensure that your application is eligible, please ensure that all of the documents required below are included, otherwise the application will not be processed.

NB: FOKAL does not provide scholarships for private medical schools.

Local University or Professional Studies	Recognized institutions	Required documents (To be submitted as attachment)	Funding
Starting at the 1st cycle	Universities members of Agence Universitaire Francophone AUF <a href="https://www.auf.org/membres/?pays=160&amp;region=5&amp;statut=&amp;nom=">https://www.auf.org/membres/?pays=160&amp;region=5&amp;statut=&amp;nom=</a> <ul style="list-style-type: none"> <li>• Ecole Hôtelière d'Haïti</li> <li>• Ecole Nationale Supérieure de Technologie</li> <li>• Ecole Supérieure d'Infotronique d'Haïti</li> <li>• Université Caraïbe</li> <li>• Université d'État d'Haïti</li> <li>• Université INUKA</li> <li>• Université Notre-Dame d'Haïti</li> <li>• Université Publique de l'Artibonite</li> <li>• Université Publique du Nord</li> <li>• Université Publique du Sud</li> <li>• Université Quisqueya</li> </ul>	<ol style="list-style-type: none"> <li>1. Last diplomas from the BAC</li> <li>2. Corresponding transcripts (Minimum average of 70 is required)</li> <li>3. Be admitted to a member university of the AUF</li> <li>4. Letter of motivation (reason for request, objective pursued, proof that the applicant is unable to pay his tuition)</li> <li>5. Budget</li> <li>6. Copy of identity document</li> </ol>	Renewable throughout the duration of the study, if the student maintains the average required by the foundation

Local Professional Studies	<ul style="list-style-type: none"> <li>• Canado Technique</li> <li>• Christ the King Secretariat School</li> <li>• Ciné &amp; Audio Institute</li> <li>• Diesel Institute</li> <li>• ENST</li> <li>• HAITITEC</li> <li>• Saint Joseph Artisan</li> </ul>	<ol style="list-style-type: none"> <li>1. BAC Diplomas I &amp; II</li> <li>2. BAC I &amp; II transcripts (60% minimum required)</li> <li>3. Admission to one of the vocational schools</li> <li>4. Letter of motivation (reason for request, objective pursued, proof that the applicant is unable to pay his tuition) 5.- Budget</li> <li>6. Copy of identity document</li> </ol>	Renewable throughout the duration of the study, if the student maintains the average required by the foundation
----------------------------	--	--	---

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 style="text-align: right;">Fields with a "*" are mandatory.</p> <p><b>1 – PERSONAL INFORMATION</b></p> <p>University / Professional School*</p> <p>Name*</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Sex*</p> <p><input type="radio"/> Woman <input type="radio"/> Man</p> <p>Date of birth</p> <p><input type="text"/></p> <p>Email*</p> <p><input type="text"/></p> <p>Telephone*</p> <p><input type="text"/></p> <p>Address*</p> <p><input type="text"/></p>	<p><b>1. Personal information</b></p> <p><i>a. <b>University or local vocational school</b> : If you are applying for local university studies, please select one of the listed institutions using the arrow.</i></p> <p><i>b. <b>Name</b>: Please put your first name, your middle or maiden name, if applicable, your last name in the last box. Your first and last names must correspond to your official papers.</i></p> <p><i>c. <b>Sex</b>: Select "Woman " or "Man"</i></p> <p><i>d. <b>Date of birth</b>: click on the calendar icon, then use the arrows to choose the month, year and day of your birth.</i></p> <p><i>e. <b>Email</b>: it is imperative to correctly note your email because once your request is registered, the majority of the interactions with FOKAL will be done by email.</i></p> <p><i>f. <b>Telephone</b>: please note a functional phone number using the format 509 xxxxxxxx.</i></p> <p><i>g. <b>Address</b>: Please note a functional address. Complete successively: your address number, street, city, department or region (if applicable), postal code. Finally, select the country by clicking on the arrow.</i></p>
<p><b>2 – DIPLOMAS AND CERTIFICATIONS</b></p> <p>List of all diplomas you have obtained or are pursuing</p> <p><input type="text"/></p> <p>Date - Title – University or school - Country</p>	<p><b>2. Diplomas and certifications</b></p> <p><i>a. <b>List all the diplomas in progress and obtained</b>: Please list in the box all the diplomas you have obtained, specifying in the order: the year, the title of the diploma, the institution awarding the diploma and the country where you had graduated.</i></p> <p><i>b. 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.</i></p>
<p><b>4. The project</b></p> <p>Brief description of the project*</p> <p><input type="text"/></p> <p>Project's Objectives*</p> <p><input type="text"/></p> <p>Impact of the project *</p> <p><input type="text"/></p> <p>Completion of schedule: *</p> <p><input type="text"/></p>	<p><b>4. The project</b></p> <p><i>You can write up to 1500 characters for each field on this page, (but take in account all spaces and try to limit to 1350 max).</i></p> <p><i>a. <b>Brief description of the project</b> and justification of needs: this is to explain in a few sentences your academic project or your professional project (what you want to do) and justify your needs Why are you submitting this grant?).</i></p> <p><i>b. <b>Objectives of the project</b>: explain in three (3) maximum objectives what this project will bring to you.</i></p> <p><i>c. <b>Impact of the project</b>: show what this project will bring to your environment (the country, your future, etc.)</i></p> <p><i>d. <b>Completion schedule</b>: specify the start and end dates of the studies, seminars or the production of dissertations.</i></p> <p><i>e. 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</i></p>

Fields with a "\*" are mandatory.

## 5 – The Budget

You must submit a budget. It is possible to upload your personalized budget or 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

For local studies, FOKAL does not fund medical studies in private universities, even those recognized by the AUF. Funding is renewable throughout the duration of the study, if the student maintains the average required by the foundation.

You must submit a budget. It is possible to upload your personalized budget or 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.

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



Additional information



Annexes\*

1. Copy of the applicant's identity document,
2. Copy of highschool diploma : BAC I & II
3. Transcript of BAC I & II (70 for university 60 for vocational schools)
4. Admission to a university member of the AUF
5. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)

- i. **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.*
- j. **Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.*
- k. **Annexes**: Upload the following documents . Copy of the identity document, BAC I & II, Transcript (Medium 70 for university 60 for vocational schools) 3. Admission to a university member of the AUF 4. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling) 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".*
- l. 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

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.

*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, on the top of the screen. 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.*

*Thank you for following this tutorial*

## **b- Studies abroad for more than 9 months**

FOKAL offers partial support to students admitted to a university or participating in a learning activity abroad. The duration of studies must not exceed two years. To ensure that your application is eligible, please ensure that all of the documents required below are included, otherwise the application will not be processed.

<ul style="list-style-type: none"> <li>Studies abroad for more than 9 months</li> </ul>	<b>Type and length of the studies</b>	<b>Required documents (To be submitted as attachment)</b>	<b>Funding</b>
Only Master level (2e cycle)	Master's degree (maximum 2 years)	<ol style="list-style-type: none"> <li>1. Transcripts for 1<sup>st</sup> cycle (Minimum average of 70 is required)</li> <li>2. Attestation of completion of studies - Diploma or license of the first university cycle</li> <li>3. Admission to university</li> <li>4. Letter of recommendation</li> <li>5. Proof of co-financing</li> <li>6. Letter of Motivation</li> <li>7. Visa</li> <li>8.- Budget</li> <li>9. Copy of identity document</li> </ol>	<b>Maximum:</b> \$ 4,000.00 USD

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><b>1 – PERSONAL INFORMATION</b></p> <p>University / Professional School*</p> <p>Name* <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Sex* <input type="radio"/> Woman <input type="radio"/> Man</p> <p>Date of birth <input type="text"/></p> <p>Email* <input type="text"/></p> <p>Telephone* <input type="text"/></p> <p>Address* <input type="text"/></p>	<p><b>1. Personal information</b></p> <p>a. <b>University:</b> If you are applying for a Master’s degree in a foreign university please note the name of the school. You will need the letter of admission to this university.</p> <p>b. <b>Name:</b> Please put your first name, your middle or maiden name, if applicable, your last name in the last box. Your first and last names must correspond to your official papers.</p> <p>c. <b>Sex:</b> Select "Woman " or "Man"</p> <p>d. <b>Date of birth:</b> click on the calendar icon, then use the arrows to choose the month, year and day of your birth.</p> <p>e. <b>Email:</b> it is imperative to correctly note your email because once your request is registered, the majority of the interactions with FOKAL will be done by email.</p> <p>f. <b>Telephone:</b> please note a functional phone number using the format 509 xxxxxxxx.</p> <p>g. <b>Address:</b> Please note a functional address. Complete successively: your address number, street, city, department or region (if applicable), postal code. Finally, select the country by clicking on the arrow.</p>
<p><b>2 – DIPLOMAS AND CERTIFICATIONS</b></p> <p>List of all diplomas you have obtained or are pursuing</p> <p><input type="text"/></p> <p>Date - Title – University or school - Country</p>	<p><b>2. Diplomas and certifications</b></p> <p>a. <b>List all the diplomas in progress and obtained:</b> Please list in the box all the diplomas you have obtained, specifying in the order: the year, the title of the diploma, the institution awarding the diploma and the country where you had graduated.</p> <p>b. 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><b>4. The project</b></p> <p>Brief description of the project*</p> <p><input type="text"/></p> <p>Project’s Objectives*</p> <p><input type="text"/></p> <p>Impact of the project *</p> <p><input type="text"/></p> <p>Completion of schedule: *</p> <p><input type="text"/></p>	<p><b>4. The project</b></p> <p>You can write up to 1500 characters for each field on this page, (but take in account all spaces and try to limit to 1350 max).</p> <p>a. <b>Brief description of the project</b> and justification of needs: this is to explain in a few sentences your academic project or your professional project (what you want to do) and justify your needs Why are you submitting this grant?).</p> <p>b. <b>Objectives of the project:</b> explain in three (3) maximum objectives what this project will bring to you.</p> <p>c. <b>Impact of the project:</b> show what this project will bring to your environment (the country, your future, etc.)</p> <p>d. <b>Completion schedule:</b> specify the start and end dates of the studies, seminars, or the production of dissertations.</p> <p>e. 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</p>

## 5 – The Budget

You must submit a budget. It is possible to upload your personalized budget or 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

For Studies abroad for more than 9 months, FOKAL only funds Masters cycle. The maximum amount is 4,000.00 USD. If the budget is over this amount, you must submit proof of co-financing.

You must submit a budget. It is possible to upload your personalized budget or 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.**

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



Additional information



Annexes\*

1. Copy of the applicant's identity document,
2. Copy of highschool diploma : BAC I & II
3. Transcript of BAC I & II (70 for university 60 for vocational schools)
4. Admission to a university member of the AUF
5. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)

- i. **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.*
- j. **Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.*
- k. **Annexes**: Upload the following documents . Copy of the identity document, BAC I & II, Transcript (Medium 70 for university 60 for vocational schools) 3. Admission to a university member of the AUF 4. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)*
- l. 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".*
- m. 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.*

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. 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.

Thank you for following this tutorial

Please read the information below carefully before completing the questionnaire.

**c- Studies abroad for less than 9 months / Conference speakers**

FOKAL offers partial support to students admitted to a university or participating in a learning activity abroad. The duration of the study should not exceed 9 months. It is also possible to finance speakers or participants in international seminars or conferences.

The media program supports the participation of journalists in international events and conferences.

To ensure that your application is eligible, please ensure that all of the documents required below are included, otherwise the application will not be processed.

Studies abroad for less than 9 months / Conference participants	Type and length of the studies	Required documents (To be submitted as attachment)	Funding
Short-term training	Seminar, workshop, symposium, forum, conference, (between 5 days to 9 months)	<ol style="list-style-type: none"> <li>1. Letter of invitation or admission</li> <li>2. Proof of co-financing</li> <li>3. Corresponding Visas</li> <li>4. Letter of motivation</li> <li>5. Copy of Identity Document</li> <li>6. Budget</li> </ol>	<p>Maximum: \$ 2,000.00 USD</p>

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><b>1 – PERSONAL INFORMATION</b></p> <p>Institution / Conference*</p> <p>Name*</p> <p>Sex*</p> <p>Date of birth</p> <p>Email*</p> <p>Telephone*</p> <p>Address*</p>	<p><b>1. Personal information</b></p> <p>a. <b>Institution / conference:</b> Please type the name of the institution (or conference you are going to attend) as stated in the official documents (or refer to your registration form). 'registration).</p> <p>b. <b>Name:</b> Please put your first name, your middle or maiden name, if applicable, your last name in the last box. Your first and last names must correspond to your official papers.</p> <p>c. <b>Sex:</b> Select "Woman " or "Man"</p> <p>d. <b>Date of birth:</b> click on the calendar icon, then use the arrows to choose the month, year and day of your birth.</p> <p>e. <b>Email:</b> it is imperative to correctly note your email because once your request is registered, the majority of the interactions with FOKAL will be done by email.</p> <p>f. <b>Telephone:</b> please note a functional phone number using the format 509 xxxxxxxx.</p> <p>g. <b>Address:</b> Please note a functional address. Complete successively: your address number, street, city, department or region (if applicable), postal code. Finally, select the country by clicking on the arrow.</p>
<p><b>2 – DIPLOMAS AND CERTIFICATIONS</b></p> <p>List of all diplomas you have obtained or are pursuing</p> <p>Date - Title – University or school - Country</p>	<p><b>2. Diplomas and certifications</b></p> <p>a. <b>List all the diplomas in progress and obtained:</b> Please list in the box all the diplomas you have obtained, specifying in the order: the year, the title of the diploma, the institution awarding the diploma and the country where you had graduated.</p> <p>b. 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><b>4. The project</b></p> <p>Brief description of the project*</p> <p>Project's Objectives*</p> <p>Impact of the project *</p> <p>Completion of schedule: *</p>	<p><b>4. The project</b></p> <p>You can write up to 1500 characters for each field on this page, (but take in account all spaces and try to limit to 1350 max).</p> <p>a. <b>Brief description of the project</b> and justification of needs: this is to explain in a few sentences your academic project or your professional project (what you want to do) and justify your needs Why are you submitting this grant?).</p> <p>b. <b>Objectives of the project:</b> explain in three (3) maximum objectives what this project will bring to you.</p> <p>c. <b>Impact of the project:</b> show what this project will bring to your environment (the country, your future, etc.)</p> <p>d. <b>Completion schedule:</b> specify the start and end dates of the studies, seminars or the production of dissertations.</p> <p>e. 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</p>

## 5 – The Budget

You must submit a budget. It is possible to upload your personalized budget or 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

For Studies abroad for less than 9 months / Conference speakers, FOKAL will only fund up to 2,000.00 USD. If the budget is over this amount, proof of co-financing must be submitted.

You must submit a budget. It is possible to upload your personalized budget or 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.

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



Additional information



Annexes\*

1. Copy of the applicant's identity document,
2. Copy of highschool diploma : BAC I & II
3. Transcript of BAC I & II (70 for university 60 for vocational schools)
4. Admission to a university member of the AUF
5. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)

- i. 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.*
- j. Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.*
- k. Annexes**: Upload the following documents . Copy of the identity document, BAC I & II, Transcript (Medium 70 for university 60 for vocational schools) 3. Admission to a university member of the AUF 4. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)*
- l. 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".***
- m. 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.***

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. 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.

Thank you for following this tutorial

Please read the information below carefully before completing the questionnaire.

### **d-Thesis / Recognized local universities**

The Fondation Connaissance et Liberté (FOKAL) offers financial support to students enrolled in local universities and writing their dissertation.

To ensure that your application is eligible, please ensure that all of the documents required below are included, otherwise the application will not be processed.

Local Universities	Recognized institutions	Required documents (To be submitted as attachment)	Funding
	<p>Universities members of Agence Universitaire Francophone AUF  <a href="https://www.auf.org/membres/?pays=160&amp;region=5&amp;statut=&amp;nom=">https://www.auf.org/membres/?pays=160&amp;region=5&amp;statut=&amp;nom=</a></p> <ul style="list-style-type: none"> <li>• Ecole hôtelière d'Haïti</li> <li>• Ecole nationale supérieure de technologie</li> <li>• Ecole supérieure d'infotronique d'Haïti</li> <li>• Université Caraïbe</li> <li>• Université d'État d'Haïti</li> <li>• Université INUKA</li> <li>• Université Notre-Dame d'Haïti</li> <li>• Université publique de l'Artibonite</li> <li>• Université publique du Nord</li> <li>• Université Publique du Sud</li> <li>• Université Quisqueya</li> </ul>	<ol style="list-style-type: none"> <li>1. Transcripts for 1<sup>st</sup> cycle (Minimum average of 70 is required)</li> <li>2. Letter from the professor who is research director</li> <li>3. Submission of the preliminary draft of the end of the study</li> <li>4. Letter of motivation</li> <li>5. Budget</li> <li>6. Copy of identity document</li> </ol>	<p>Maximum: HTG 25,000.00</p>

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><b>1 – PERSONAL INFORMATION</b></p> <p>University*</p> <p>Name*</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p> <p>Sex*</p> <p><input type="radio"/> Woman <input type="radio"/> Man</p> <p>Date of birth</p> <p><input type="text"/></p> <p>Email*</p> <p><input type="text"/></p> <p>Telephone*</p> <p><input type="text"/></p> <p>Address*</p> <p><input type="text"/></p>	<p><b>1. Personal information</b></p> <p>a. <b>University</b> If you are enrolled in a local university, please select one of the institutions from the list using the arrow.</p> <p>b. <b>Name:</b> Please put your first name, your middle or maiden name, if applicable, your last name in the last box. Your first and last names must correspond to your official papers.</p> <p>c. <b>Sex:</b> Select "Woman " or "Man"</p> <p>d. <b>Date of birth:</b> click on the calendar icon, then use the arrows to choose the month, year and day of your birth.</p> <p>e. <b>Email:</b> it is imperative to correctly note your email because once your request is registered, the majority of the interactions with FOKAL will be done by email.</p> <p>f. <b>Telephone:</b> please note a functional phone number using the format 509 xxxxxxxx.</p> <p>g. <b>Address:</b> Please note a functional address. Complete successively: your address number, street, city, department or region (if applicable), postal code. Finally, select the country by clicking on the arrow.</p>
<p><b>2 – DIPLOMAS AND CERTIFICATIONS</b></p> <p>List of all diplomas you have obtained or are pursuing</p> <p><input type="text"/></p> <p>Date - Title – University or school - Country</p>	<p><b>2. Diplomas and certifications</b></p> <p>a. <b>List all the diplomas in progress and obtained:</b> Please list in the box all the diplomas you have obtained, specifying in the order: the year, the title of the diploma, the institution awarding the diploma and the country where you had graduated.</p> <p>b. 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><b>4. The project</b></p> <p>Brief description of the project*</p> <p><input type="text"/></p> <p>Project's Objectives*</p> <p><input type="text"/></p> <p>Impact of the project *</p> <p><input type="text"/></p> <p>Completion of schedule: *</p> <p><input type="text"/></p>	<p><b>4. The project</b></p> <p>You can write up to 1500 characters for each field on this page, (but take in account all spaces and try to limit to 1350 max).</p> <p>a. <b>Brief description of the project</b> and justification of needs: this is to explain in a few sentences your academic project or your professional project (what you want to do) and justify your needs Why are you submitting this grant?).</p> <p>b. <b>Objectives of the project:</b> explain in three (3) maximum objectives what this project will bring to you.</p> <p>c. <b>Impact of the project:</b> show what this project will bring to your environment (the country, your future, etc.)</p> <p>d. <b>Completion schedule:</b> specify the start and end dates of the studies, seminars or the production of dissertations.</p> <p>e. 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</p>

## 5 – The Budget

You must submit a budget. It is possible to upload your personalized budget or 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

For Thesis in Recognized local universities, the maximum amount is 25,000 HTG. If the budget is over this amount, proof of co-financing must be submitted.

You must submit a budget. It is possible to upload your personalized budget or 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.

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

Additional information

Annexes\*

1. Copy of the applicant's identity document,
2. Copy of highschool diploma : BAC I & II
3. Transcript of BAC I & II (70 for university 60 for vocational schools)
4. Admission to a university member of the AUF
5. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)

- 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.
- Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.
- Annexes**: Upload the following documents . Copy of the identity document, BAC I & II, Transcript (Medium 70 for university 60 for vocational schools) 3. Admission to a university member of the AUF 4. Letter of motivation (reason for request, objective evidence that the applicant is unable to pay for his or her schooling)
- 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".
- 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.

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. 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.

Thank you for following this tutorial

**e. 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