

# DAKAR WOMEN'S GROUP - REQUEST FOR ASSISTANCE

Dakar Women's Group, B.P. 45835, Fann-Dakar dwgcharity@yahoo.com

Funding Year: \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Location: \_\_\_\_\_

Contact Person Name / Position / Telephone Number / Email: (answers questions, follows up)

---

Please answer the following questions as clearly as possible:

## 1. The Organization – Goals, Objectives, prior achievements

- A. Describe the goals and objectives of the project. If you have a brochure, please include.
- B. Provide a summary of achievements of the organization by year since it began.

## 2. Activities – How will funding be used?

- A. Please describe how the project would use DWG donated funds.
- B. What other activities, outside of this request, are planned for this year?

## 3. Project Beneficiaries – Who will benefit?

- How many total people? \_\_\_\_\_
- How many women? \_\_\_\_ How many girls total? \_\_\_\_ How many children total? \_\_\_\_
- Describe the ages of children assisted: \_\_\_\_\_

## 4. Project Budget –

Please attach a proposed **budget** and **timeline** for the project and/or activity. Include

- **specific costs** (and pro formas if applicable) for items to be purchased
- drawings, photos, estimates or plans to support the proposal, if applicable.

## 5. The Organization – Status, affiliations, management

- A. What is the registered legal status of the organization? For example, is it registered as an NGO, Association, Women's Group, or other?
- B. Is the organization affiliated or collaborating with other groups? If yes, which groups and for what types of projects?
- C. Is the organization accountable to any other person or organization?

D. Please provide a list of people working/volunteering for the organization and their responsibilities.

**6. The Organization – Financial Resources**

A. Please include a summary of the organization’s annual budget covering all activities.

B. From whom does the organization receive its funding?

C. How does the organization cover fixed expenses? (salaries, rent, electricity, water)

----- PRE-AGREEMENT -----

In submitting this Request, I agree to the following:

If the Request is granted in whole or in part, the Organization will use the items purchased for the purpose as set forth in its Request.

If the Organization is issued a check for the purpose of purchasing the items set forth in its Request, the Organization agrees to purchase and submit **original receipts** of the purchase to the address listed above **within three months** of receiving the check.

Submitted By: \_\_\_\_\_  
(Print Name) (Position in the Organization)

\_\_\_\_\_  
(Signature) (Date)

All requests for assistance must be submitted by October 15th.

Requests may be submitted through a member of our Charity Committee, by mail to the address below, or it may be sent to [dwgcharity@yahoo.com](mailto:dwgcharity@yahoo.com). For more information please visit [www.dakarwomensgroup.org](http://www.dakarwomensgroup.org).