

# Project questionnaire - 2024

## Help Ghana Foundation



<b>1. Name of the project</b>
<b>2. Place where the project is executed (country, region, town, village)</b> <i>Please describe the exact geographical location of the project</i>

<b>3. Information about your organisation</b>	
Full name of your organization (required)	
Acronym (if applicable)	
Date of establishment (required)	
Official address (required)	
Visiting address (required)	
Project owners responsible for this project	
Contact person for this project (required)	
Telephone number 1 (required)	
Telephone number 2 (required)	
Email address (required)	
Website	
Identity of the organisation <i>(for example, religious, political, social or cultural)</i>	



<b>4. Bank account</b>	
Name of the bank	
Address of the bank ( <i>street</i> )	
Place of the bank	
Country of the bank	
BIC/SWIFT code * ( <i>obligatory</i> )	
Number bank account	
Name of the account holder	
Street	
Address	
Country	
Authorized persons for the account ( <i>2 persons required</i> )	1.
	2.
* A BIC/SWIFT code is a set of 8 or 11 digits that represents a bank branch, essential for international money transfers.	

<b>5. Duration of the project</b>	
Duration of the project	
Planned start date	

<b>6. Aim of the project</b>



<b>7. Target group of the project</b>	
Describe the target group as specific as possible <i>Number of beneficiaries, ages, background, etc.</i>	
How many of them are women/girls?	
How many of them are disabled?	
How many of them are living in your area? <i>(target community)</i>	
How many will benefit from this project in the future?	
Please describe the social economic situation if the area in which the project is carried out:	
In case of a school: which classes/grades will benefit from this project?	

<b>8. Needs of the target group(s)</b>
Why does the target group need this project?
Have you discussed this project with the target group?



9. Context of the project
What similar facilities in the neighbourhood address the problem of the target group?
Which local authorities have you consulted? What is their contribution (financial or otherwise)? Do you have the necessary permits, for example to build? <i>Example in case of a school: support of GES or community.</i>

10. Expected results / outcome
What will be the concrete results of your project for the target group? <b>Make these results measurable.</b> Examples: <ul style="list-style-type: none"> <li>- "a school with 3 classrooms built (total area 108 m<sup>2</sup>, one floor)"</li> <li>- "three wells beaten in three villages"</li> <li>- "a health centre built and furnished in the countryside"</li> </ul>

11. Detailed description of the activities carried out with the contribution		
<i>In case of a building describe the stages: foundation, concrete wall ...</i>		
Activity <i>"What" and "How"</i>	Responsibility <i>"Who"</i>	Time <i>"When"</i>



<b>12. Financial management</b>
Who is/will be the legal owner of the property (land, buildings, equipment) that is needed or acquired for this project?
How do you intend to sustain the project when it is completed? <i>E.g. who will take care of maintenance and repairs? Who will make sure the project is used according to plan?</i>
How much money is needed annually to run/use the project? <i>Please specify costs for maintenance, repairs, electricity, etc.</i>
How will these annual costs be financed? Who will be responsible?

<b>Is there a local contribution in kind? If yes, by whom and what does it consist of?</b> <i>E.g. land, labour, financial donations, etc.</i>
<b>Which other donors contribute to the project?</b>



### 13. Detailed budget of the project

*Specify the budget as clearly as possible. The budget must be accompanied by (pro forma) tenders from the companies involved. Please be aware that the funding of the Help Ghana Foundation may only be spent on the specified project.*

Please give the actual exchange rate in local currency

**1 euro = GHS (Ghanaian New Cedi)**

#### a) materials

	Item	Quantity	Price/item	GHS	Euro
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

#### b) skilled labour\*

1					
2					
3					

#### c) equipment, tools, etc.

1					
2					
3					

	Total budget				
	Local contribution (in money), please specify				
	Contribution of other donors				
	<b>Desired/requested contribution</b>				

**\* Only in exceptional cases labour will be funded by the Help Ghana Foundation  
Please explain why you think your project is an exceptional case.**

*NB If you want to spend the requested funds differently than the original project plans, you need to get permission from the Help Ghana Foundation beforehand!*



## Required attachments

- Drawing (in case of a request for a building)
- Specified budget: in case of a building, specify the cost pro building phase
- Pro forma invoices for building materials
- Pictures with a brief explanation of what they depict