# Project questionnaire – 2025

Help Ghana Foundation



### Guidelines

- Please note that the maximum funding is GHc 30,000.
- Attach any relevant documents, such as pictures, invoices, drawings, etc., to support your project.
- Providing thorough and well-organized information will help us make a quicker decision.
- For more information on the Help Ghana Foundation's vision, working methods, and the criteria used to select projects, please visit <u>www.helpghana.info</u>.

**Note:** The board of the Help Ghana Foundation meets eight times a year to review applications, after which applicants are contacted. We appreciate your patience as you wait for their decision. Please note that due to the high volume of funding applications and limited budget, your project may be rejected even if it matches all our criteria.

Summary							
Organization name							
Project title							
Project aim							
Requested funding	GHc		€				
Name and job title of contact person							
Telephone number 1							
Telephone number 2							
Email address							

Attachments				
Pictures of the project site and target group	Yes 🗆	No 🗆		
Pro forma invoices	Yes 🗆	No 🗆		
Construction drawing in case of a building	Yes 🗆	No 🗆		
Other, specify				

	FG
	Organization details
Full name of your organization	
Acronym if applicable	
Mission and objectives of the organization	
Date of establishment	
Official address	
Visiting address	
Website if applicable	
Legal status of organization	<ul> <li>Registered NGO</li> <li>Community-based organization</li> <li>Privately funded organization</li> <li>Informal group</li> <li>Other (specify)</li> </ul>
Primary sources of funding	
How did you learn about the Help Ghana Foundation?	
	Bank account details
Name of bank	
Address of bank	
BIC/SWIFT code of bank*	
Account number	
Name account holder	
Address account holder	
Authorised persons for the account (2 persons required)	unt 1. 2.
	haracter identifier that uniquely represents a specific bank branch, and it is money transfers. If your bank does not have a BIC/SWIFT code, please

reach out to the Help Ghana Foundation for alternative solutions.



### Target group

What is the primary target group of this project?

Please describe the social-economic context of the target group

What is the expected number of individuals who will benefit?

How many of them are girls/women?

How many of them have disabilities?

How many individuals will benefit from this project in the future? In case of a school, which specific classes/grades will benefit from this project?

What are the major challenges of the target group?

What benefits will the target group gain from this project?

How is the target group engaged in the planning and implementation of the project?

In what ways will this project contribute to the long-term empowerment of the target group?



### **Project details**

Project title

Project description

Project goal(s)

Expected results of the project *Make these results measurable, i.e.* 

- 3 classrooms built, total area 108m<sup>2</sup>

- 3 wells beaten in 3 villages

- production of 20 bunk beds

Location of the project

Organization and contact person overseeing the implementation of this project Expected start date Expected end date

What are the major challenges anticipated, and how do you expect to deal with these challenges?

Are there any other similar facilities in the local area that address the needs of the target group? If so, please provide details.

Which local authorities have been consulted regarding this project, and what is their contribution (financial of otherwise)?

Which other organizations have you approached to, or plan to approach, to support this project? What have been the results of these applications?

What steps will be taken to ensure the sustainability and future viability of this project?

What is the local contribution in kind? Who is providing it, and what does it consist of (e.g. land, labour, financial donations, etc.)? *Please note that the involvement of the local community will be critically evaluated by the board, as this is one of Help Ghana's cornerstones in supporting projects.* 



#### Detailed description of project activities

e.g. in case of a building describe the stage: foundation, concrete wall...

Activity "What" and "How" Responsibility "Who"

**Time** "When"

## **Financial management**

Who will be responsible for the financial management of this project?

Who will hold legal ownership of the property (land, buildings, equipment) associated with this project?

What agreements have been made regarding the maintenance and repairs of the project property? Who will be responsible for these tasks?

What is the estimated annual cost required to operate, utilize and maintain the project? Please specify.

How will these annual costs be funded? Who will bear the responsibility for this?

What other local, national and/or international donors are contributing to this project? Please, specify the sources and the amounts of their contributions.



# Budget of the project

Please specify the budget as clearly as possible and include (pro forma) tenders from the companies involved. Kindly note that funds provided by the Help Ghana Foundation may only be used for the items listed in the approved budget. Additionally, funding requests exceeding GHc 30,000 will not be granted.

a) materials			
Item	Quantity	Price/item (GHc)	Total (GHc)
b) skilled labour*			Total (GHc)
c) equipment, tools, etc.			Total (GHc)
Total budget needed for the project			
Local contribution (in money), specify			
Contribution other donors, specify			

Requested funding by Help Ghana Foundation

\* The Help Ghana Foundation expects the community to contribute voluntary labour to the project. If this is not feasible, please provide a compelling justification for why your project should be considered an exception.

*Note:* If you intend to allocate the requested funds differently from the original project plans, you must obtain written permission from the Help Ghana Foundation in advance.