**How to propose a project to
On Seniors’ Side Foundation (OSS)**

**What kind of projects can be supported?**

OSS will support organisations / projects that:

- support seniors’ activities to improve their well-being

 (sports, culture, art, mobility, new skills: digital, technical skills)

- support seniors to provide a positive contribution to society

- support dependants / relatives of seniors

**Criteria**

1. The association / organization must be a non-profit organization representing the same values as the Damartex Group.
2. It should be officially recognized as a charity organization.

Examples:

- an official charity association with skills in the area

- motivated student associations

- senior association

- a self-help group

1. Time Frame

 - The initial project should be short term – ie covering 12 months or less.

 - Although it could be a “kick off” for continuous work. If so, you will need to reapply the following year.

 - Projects can only be supported for a maximum-time of 3 years in a row.

1. General : The following may be taken into account, when making the choice for a project:

- motivation of the association delegates

- motivation of the sponsor

- number of seniors who are helped compared to the sponsorship cost

- the trust OSS has in the project

**The Process**

All colleagues in the Damartex-Group can present a project request to the OSS Foundation by filling in a proposal form (attached).

This will be passed to the OSS Steering Committee who will make the decision as to whether or not the project will be sponsored. (The OSS Steering Committee will meet every 3 months).

After a project has been chosen, a sponsor will be nominated. The sponsor may be the colleague who presented the project or may be someone else within the Damartex-Group.

To sponsor a project, you must have validate your trial period in the Damartex-Group.

Colleagues who propose a project, and wish to be the sponsor, may be given priority.

What is the role of a sponsor?

* Take accountability for the project and ensuring its success.
* Raise awareness of the project and encourage colleagues to provide their support.
* Maintain contact with the association.
* Being responsible for communication between the association and Damartex.
* Follow the project and share information (Yammer or more).
* Alert the OSS foundation if the money is not used as proposed / scheduled.
* Provide regular reports of progress, difficulties, challenges and requests for further help.

Individual Business Units (BU) will decide how much time the sponsor can spend in work time on the project (maximum of 3 days per year).

**Foundation Ambassadors**

In every BU there is at least one OSS Ambassador to help colleagues prepare their sponsorship request.

* DAMART FRANCE: Isabelle Picard - ipicard@damart.com - tel : +33 3 20 11 47 70
* DAMART Belgique : Patricia Coeck - pcoeck@damart.com – tel : +32 (0)56483173
* DAMART UK : Kenny Singh – ksingh@damart.com
* 3 PAGEN : Vera Funk - Vera.Funk@3PAGEN.DE– tel : +49 (0)2404/980-136
* XANDRES : Laurie Baguette – laurie.baguette@xandres.be - tel : +32 494262013
* AFIBEL : Perrine Bruggeman - perrinebruggeman@afibel.net – tel : +33 3 20 41 57 31
* COOPERS : Flora Moffat – f.moffat@CoopersStortford.co.uk – tel : 01279 701541
* DSB : Joséphine Biernacki - Jbiernacki@damartex.com – tel : + 33 3 20 11 47 11 / + 33 6 69 48 30 98
* DMT : Sami Najjar – snajjar@damart.com

You can contact them for further information and / or additional support for the application.

(to be completed by the Association - File to return to your sponsor at Damartex)

**APPLICATION**

**Name of the Association** :

**Name of the project** :

**Main purpose of the project** :

**Does the project :**

[ ] Focus 1: Support Seniors’ activities to improve their well-being

[ ] Focus 2: Support Seniors to provide a positive contribution to society

[ ] Focus 3 : Support dependents / relatives of Seniors.

**Who is leading the project?**

[ ] An official charity association with skills in the area

[ ] A motivated student association

[ ] A senior association

[ ] Other:

**Name of the leading association/group** :

**Main contact** :

**Address** :

**Duns Number :**

**Former and actual partners of the association/group** :

**Foundation year**:

**Further information can be attached**.

**Brief description of project : indicate what the project will change in the live of the accompanied beneficiaries**

**Number of beneficiaries concerned by the project** :

|  |
| --- |
| Project budget |
|  |  |  |  |
| **Expenses** | **Amount** |  | **Income** | **Amount**  |
| **Expenses** |  | **Ressources** |
| **Purchase** |  |  | **Sale of finished products, goods, services** |  |
| Services |  |  |  |  |
| Purchases of equipment, materials and supplies |  |  | **Operating grants** |  |
| Other supplies |  |  | On Seniors’ Side Foundation |  |
|  |  |  | Other private aids |  |
| **Services extérieurs** |  |  | State |  |
| Locations  |  |  | Social organizations |  |
| Entretien et réparation |  |  | European Found |  |
| Assurance |  |  | Other public establishments |  |
| Documentation |  |  |  |  |
|  |  |  |  |  |
| **Autres services extérieurs** |  |  |  |  |
| Rémunérations et honoraires |  |  |  |  |
| Publicité, publication |  |  |  |  |
| Déplacements, missions |  |  |  |  |
|  |  |  |  |  |
| **Charges de personnel** |  |  |  |  |
| Rémunérations des personnels |  |  |  |  |
| Charges sociales |  |  |  |  |
| Autres charges de personnel |  |  |  |  |
|  |  |  |  |  |
| **TOTAL of Expenses** | **0** |  | **TOTAL of Income** | **0** |
|  |  |  |  |
| ***Total expenses must be equal to total income*** |

**Kind of support needed :**

[ ] **Financial support (amount £) :**

[ ] **Communication / publicity** :

[ ] **Work or other support** :

[ ] **Autre** :

**Time frame :**

**Kick-off planned (date):**

**First results planned by (milestone):**

**It is a unique project / single action or to be continued** :

**To be completed by the sponsor of the project (Damartex group employee)**

**Name – firstname of the sponsor** :

**Email address** :

**phone**:

**Role** :

**Employed in the group or BU since**:

**BU** :

**LinkedIn** :

**Can we identify your LinkedIn profile on a post :** …………………………………………………………….

**Reason for proposing this project**:

**Have you already sponsored a project / done voluntary work?** Yes/no

Thank you for your commitment!

File to return to your sponsor at Damartex