PART 1 : What type of project can

be supported by the Foundation?

The On Seniors' Side (OSS) Foundation supports organizations / projects that :

* Encourage activity among seniors to improve their well-being

(sport, culture, art, mobility, new skills: digital, technical...)

* Help seniors get involved in society and encourage intergenerational social ties
* Promote healthy living at home and support caregivers

1. **Critériums**

1. The charity must be :

* + A non-profit organization and represent the values of the Damartex group.
  + It must be officially recognized.

1. The evaluation will focus on :

* The impact and added value of the project
* Number and need of beneficiaries
* Proper documentation of the application
* Sponsorship of the project by a Damartex Group employee (more details in the Process section).

1. **Process (*2 possibilities*)**
2. The application is completed with a Damartex Group employee  :
   * Any Damartex Group employee can propose a project to the Foundation and become a sponsor.
   * Once completed by the association and the sponsor, the file will be forwarded to the ambassador of his/her Business Unit1.
   * The project will then be evaluated and voted on by the Steering Committee.
3. The association does not know any Damartex Group employees:
   * Complete the "To be completed by the association" section of the application form.
   * Send the completed and documented application to one of the Foundation's Ambassadors1.
   * The Foundation team will look for an internal employee to become the project sponsor.
   * Once completed by the sponsor, the application will be evaluated and voted on at a Steering Committee meeting.
4. **What is the role of a sponsor?**

Each project must be sponsored by a Damartex Group employee. His/her role is to support the project with the association by being :

* + A privileged contact for the association
  + A player in the project (e.g. by attending inaugurations, promoting the association within his/her BU, mobilizing colleagues to implement the project, etc.).
  + Acting as a bridge between the association and the Foundation (communicating information to the person in charge of communications to promote the project on social networks).

1. **Foundation Ambassadors**

Each subsidiary has at least one Foundation Ambassador whose role is to answer questions about the Foundation, and to help and support anyone wishing to get involved in a project.

* **DAMART FRANCE**: Isabelle Picard - [ipicard@damart.com](mailto:ipicard@damart.com)
* **DAMART UK** : Kenny Singh – [ksingh@damart.com](mailto:ksingh@damart.com)
* **3 PAGEN** : Vera Funk - [Vera.Funk@3PAGEN.DE](mailto:Vera.Funk@3PAGEN.DE)
* **XANDRES** : Clio Gyde – [clio.gyde@xandres.be](mailto:clio.gyde@xandres.be)
* **ALMADIA**: Perrine Bruggeman - [perrine.bruggeman@almadia.fr](mailto:perrine.bruggeman@almadia.fr)
* **COOPERS** : Lisa Brassington– [l.brassington@coopersofstortford.co.uk](mailto:l.brassington@coopersofstortford.co.uk)
* **DAMARTEX** : Joséphine Biernacki - [Jbiernacki@damartex.com](mailto:Jbiernacki@damartex.com)
* **DMT** : Sami Najjar – [snajjar@damart.com](mailto:snajjar@damart.com)

You can contact them with any questions or requests for information.

PART 2 : Fill in the form

*\*All fields must be completed correctly for the application to be considered\*.*

1. **To be completed by the Association**

(File to be returned to your sponsor at Damartex)

1. Presentation of the charity

Name of the charity :

Representative's name of the charity :

Charity contact name:

Role in the charity :

Mail :

Mobile :

Purpose of the charity :

Date charity founded :

Charity address :

Charity social networks :

Duns numbers :

1. Presentation of the project

Name of the project :

Main purpose of the project :

Does the project :

**Axe 1** : Support Seniors‘ activities to improve their well-being

**Axe 2** : Support Seniors‘ to provide a positive contribution to society.

**Axe 3** : Support Seniors‘ dependents / relatives of seniors.

Description of the project :

Besoin auquel répond le projet :

Need addressed by the project :

Number of beneficiaries (seniors) concerned by the project :

Number of beneficiaries (others) concerned by the project :

Type of assistance requested :

Type of support requested :

**Financial assistance** (amount in £) :

**Communication / publicity** :

**Work or other support** :

**Other** :

Other project partners :

Project longevity and deadline / Time frame :

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

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

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

Action start date :

Date of first expected results :

Project recurrence (yes/no) :

Date of first expected results :

Budget prévisionnel du projet (en lien avec la subvention demandée) :

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** | | **EXPLANATIONS** | **AMOUNT (in €)** |
| **Expense item 1 :** |  |  |  |
| **Expense item 2 :** |  |  |  |
| **Expense item 3 :** |  |  |  |
| **Expense item 4 :** |  |  |  |
| **Expense item 5 :** |  |  |  |
| **TOTAL EXPENSES :** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |
| **External services** |  | State |  |
| Rentals |  | Social organizations |  |
| Maintenance and repair |  | European Found |  |
| Insurance |  | Other public establishments |  |
| Documentation |  |  |  |
|  |  |  |  |
| **Other external services** |  |  |  |
| Remuneration and fees |  |  |  |
| Advertising, publication |  |  |  |
| Travel, missions |  |  |  |
|  |  |  |  |
| **Personnel expenses** |  |  |  |
| Employee compensation |  |  |  |
| Social security charges |  |  |  |
| Other personnel expenses |  |  |  |
|  |  |  | |  |
| ***Total expenses must be equal to total income*** | | | | |

1. **À remplir par le parrain ou la marraine du projet**

**Name – firstname of the sponsor** :

**Email address** :

**phone**:

**Role** :

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

**BU** :

**How do you plan to get involved in the project ?**

**Reason for proposing this project**:

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

**LinkedIn :**

**Can we identify your LinkedIn profile on a post :**  Yes /  No

**Thank you for your commitment!**

**File to return to your sponsor at Damartex**