



## Instructions for NGO Project Fact Sheet

In order to successfully complete the NGO Project Fact Sheet, please follow the instructions below. This sheet is a step-by-step procedure that will guide you through the application.

1. **Name of NGO**: Fill the complete name of the Non-Governmental Organization (NGO) as officially registered at the Ministry of Interior and Municipalities.
2. **Address**: Give the details of the location of the NGO as declared in the official registration.
3. **Registration Number**: Write the official registration number of the NGO.
4. **Website**: Write the NGO's address on the internet (URL).
5. **email**: Write down the email that you want the Ministry of Environment to contact you on. This email will be officially registered at the Ministry of Environment. Immediate notice needs to be given to the Awareness and Guidance Unit upon changing, or deleting the declared email address.
6. **Contact**: Give the telephone/Fax/Mobile that you want the Ministry of Environment to contact you at. Immediate notice needs to be given to the Awareness and Guidance Unit upon changing, or deleting the declared means of contact.
7. **Administrative Board**: Give all the names and positions of the NGO board as officially written in the registration paper available at the Ministry of Interior and Municipalities. Immediate notice needs to be given to the Awareness and Guidance Unit upon changing, or deleting the declared names.
8. **Area of Activity**: Give details of the area in which the NGO is conducting activities during the year of this application cycle.
9. **Number of members**: Give the number of the members registered in the NGO.
10. **Type of activity**: Put a check in the box near the type of activity shown and that directly relates to the work that your NGO is conducting.
11. **Please describe**: Describe the type of activity being conducted with as much details as possible.
12. **Environmental topic**: Put a check in the box near the environmental topics shown and which directly describes the work that your NGO is conducting. If non of the topics describe the kind of work your NGO conducts, please write the relevant environmental topic under **others**.
13. **Please describe**: Give the technical details of the environmental topic that the NGO is using to conduct its activities. This information should give the reader a clear idea of the relation between the environmental topic checked and its relevance to the type of activity the NGO is conducting.
14. **Projects (Accomplished/ Ongoing/ Planned)**: This section is meant to give an idea of what the NGO accomplished, what it is currently implementing and what it has planned for the future.
  - a. **14.a-Title of project**: Give the exact title of the project as written in the proposal.
  - b. **14.b-Description**: Give a brief statement of the project. Indicate by ticking the appropriate letter the status of the project, where A is for accomplished, O is for On-going, and P is for Planned.
  - c. **14.c-Duration**: give the time frame of the project when applicable.
  - d. **14.d- Total budget**: give the total budget of the project.
  - e. **14.e-Outputs**: give a brief statement of the outputs realized or planned by the project.