



SECRETARIAT OF THE PERMANENT FORUM ON INDIGENOUS ISSUES



INSTRUCTIONS

Please read these instructions carefully before completing the information sheet for the Trust Fund for the Second International Decade for the World's Indigenous People.

1. The information sheet is NOT an application form and therefore a more detailed application should be enclosed according to the guidelines.
2. The information sheet should be no longer than one page (A4).
3. The Secretariat reserves the right to edit and add information to the sheet during the administrative review.
4. The Secretariat will give the project an official number, so please do not fill in this section.
5. Write a short, but descriptive title for the project and refer to title in any communication with the Secretariat.
6. Give the full name and possibly acronym for the organization, the full address, e-mail address, telephone and fax number for the organization.
7. Give full name and title of the contact person. If the contact person has a different email address, please specify this here.
8. Provide banking information. This information will be confirmed later if your organization is successful in receiving a grant from the Trust Fund.
9. Provide the duration (in months) of the project and specify the starting date (not before 1 August the year of approval).
10. Write a summary in 4-5 lines. In particular, describe the purpose and the outcome of the project, project objectives and possibly information on whether an implementation plan is enclosed. If gender balance is taken into account in the project, please state this.
11. Under sustainability of the project, please provide a short description of the background and analysis of the issues to be addressed and long-term impact and social benefits for indigenous peoples. This part should be a maximum of 5-6 lines.
12. Provide the locality and country where the project will be carried out. If the locality of the organization is different to where the project will be carried out please specify this.
13. Provide the names of the beneficiary and targeted indigenous population. If the organization is non-indigenous, please enclose a written consent of the targeted indigenous population.
14. Provide a short explanation as to whether the budget is realistically according to local costs and salaries.
15. Specify the amount of funding sought from the Trust Fund for the project. If the total project budget exceeds this amount, please also provide the total budget.
16. If other sources of funding has been sought and received please specify the source and amount.
17. Briefly describe the aim and history of organization, including the mission and vision of the organization. This should be a maximum of 5-6 lines. If organizational budget and/or by laws is enclosed please provide this information.