

# Submission Guide



## Proposal

### PROJECTS SHOULD COME FROM

- ATOZ Members involved in philanthropy
- La Fondation de Luxembourg
- Previous or historical sponsors/partners
- Spontaneous application submitted through [www.atozfoundation.lu](http://www.atozfoundation.lu)
- Word-of-mouth



## Selection

### SUCCESSFUL PROJECTS FIT THESE CRITERIA

- The objectives of the ATOZ Foundation are complied with
- The association does not yet benefit from any similar support, or this support is limited and insufficient
- The people targeted by the project will directly benefit from grant allocation and our intervention will be impact-driven
- Organisations submitting a project must have a good reputation, be managed by experienced people and must have local and European representatives



## Documentation

### A COMPLETE SUBMISSION INCLUDES

- The completed questionnaire applicable to the type of support requested
- Financial information such as a detailed budget or a business plan
- Photographic evidence
- Any supporting document that might be considered as useful and relevant by the applicant



## Timeline

### THE ATOZ FOUNDATION ALLOCATES GRANTS TWICE PER YEAR FOLLOWING TWO SUBMISSION PERIODS

- First submission period: **1 January to 31 March**
- Second submission period: **1 July to 30 September**
- Applications received outside of these periods will be reviewed at the next submission period



## Allocation

### FUNDING DEPENDS ON

- Amount requested and available funds of the ATOZ Foundation
- Duration of the relationship with the related association
- Viability and long term perspective of the project
- Presence of a representative and local relay ensuring the link with the organisations

