



*NATO Charity Bazaar*

[www.natocharitybazaar.org](http://www.natocharitybazaar.org)

—ASBL—

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# Overview for voting process

## 2013

### For Members Only

## Charity Voting Description 2013

### OVERVIEW

In order to familiarize you with the selection process of the charities in consideration for funding, we've put together this overview. This year we received 42 applications for funding. 5 of them were rejected according to rule of maximum two applications per country. 3 of them arrived too late. The Charity Committee and the Board have spent many long hours reviewing every applications to make sure each charity put before the members was qualified based on the voted upon selection criteria. First, the committee made sure the application arrived by the due date and was complete. Then the committee reviewed each application based on the criteria stated in the application:

#### **Factors taken into account when selecting charities for donation:**

- The request should be for a specific project.
- The charity should be a non-profit organization officially registered (ASBL or VZW if located in Belgium) for at least one year.
- If benefiting organizations receive funds or authorization for funding for a project from the proceeds of a specific Bazaar, two complete calendar years must pass from the date of that Bazaar, before the same organization may reapply to the NCB (for example, an organization that has benefited from funds raised at the 2012 Bazaar can next apply in 2015).
- Application forms must be complete. All questions and requests for explanation should be addressed. If the question is not applicable to your organization, then write "Not Applicable."
- To be considered a Belgian charity, the organization must exist in Belgium.
- We are most interested in funding projects that are:
  - Small specific projects – preferably ones that can be completed with the set amount within a year.
  - Projects that cover the widest spectrum of the community.
  - Projects which, when completed should have a long term impact and be of benefit to as many people as possible.
  - Projects benefiting NATO countries, NATO PfP countries, and countries where NATO is currently engaged for example in Afghanistan – but without excluding projects from other geographic locations.
- Staff salaries and administration costs as a general rule are not supported.
- The maximum amount donated is **10.000 euros**.

**After reviewing all the charities, the Committee have put together the list of eligible candidates presented in the two PRE-Briefing Books e-mailed to you recently.**

The content of the PRE-Briefing Books was compiled from the information the charities provided on their funding application. For each charity you will find focus group, the target number, a summary of the project, the cost of the entire project, the amount of money requested and the amount recommended by the Charity Committee. Sometimes the amount recommended is different from the amount requested. If in reviewing the itemized budget of the project we saw that we could donate a smaller amount than requested and still fund an integral part of the project, we recommended the smaller amount.

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Please review the two PRE-Briefing Books before the September 10<sup>th</sup> General Assembly Meeting where we'll be voting on the charities.

### **VOTING PROCESS**

The 2013 charity vote will take place at the 10<sup>th</sup> September General Assembly Meeting. Prior to coming to this meeting, you are requested to review both the Belgian and International Charities PRE-Briefing Books which have been send out to all Members. You can also download it from the Charity section of the Members Only area on the NCB website ([www.natocharitybazaar.org](http://www.natocharitybazaar.org)).

On the day of the vote, we will pass out the voting ballots at the start of the meeting (see sample). Each delegation will be asked to put each charity into one of three categories: 1<sup>st</sup> choice, 2<sup>nd</sup> choice, or 3<sup>rd</sup> choice. It's important that you rank each charity. If a charity on your ballot is not ranked, it will automatically become a 3<sup>rd</sup> choice.

The process for the meeting is as follows. We will go through the Belgian Charities first and then the International Charities.

Everyone will be encouraged to rank the charities as we go along.

The selected charities will be announced at the 24<sup>th</sup> September General Assembly Meeting.

Charity Voting Description 2013

## SAMPLE VOTING BALLOT

### 2013 INTERNATIONAL CHARITIES VOTING BALLOT

Nation: **To be added** NR:  ANR:  2ANR:

No	Focus:	Target	Project Summary / Purpose	Total Project Cost/ Amount Requested	Amount Proposed	1	2	3
1	Children	200	Construct a covered cooking area (an outdoor kitchen) together with a small adjoining storage room in one school	€ 7.890,00 / € 7.890,00	€ 5.890,00			