

**NATO Charity Bazaar | Postal Address: NATO HQ, IMS, T-8004, Blvd Leopold III, 1110 Brussels**

 **ASBL: 874.358.592 | Square du Vieux Tilleul 1/4, 1050 Ixelles, Belgium**

**Overview for**

**voting process**

2014

For Members Only

**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 10 eligible Belgian applications. We received 67 international charity applications for funding. Almost half were rejected for the three-per-country rule and a few additional ones were not eligible based on the criteria stated in the application (see below) resulting in 25 eligible international applications. 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. Second, 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 in2015).
* 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 has 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 the focus group, 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.

Please review the two PRE-Briefing Books before the September 9th General Assembly Meeting where we will be voting on the charities.

**VOTING PROCESS**

The 2014 charity vote will take place at the September 9th 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).

On the day of the vote, we will pass out the voting ballots at the start of the meeting (see sample). Each nation will be asked to rank the charities 1 through 25 for international charities and 1 through 10 for Belgian charities. 1 is the first choice, 10 (Belgium) or 25 (International) is the last choice.
It’s important each charity is ranked. If a charity on a ballot is not ranked, it will automatically be given a 10 (Belgium) or 25 (International).

Upon adding the numbers up for each charity, the charity with the LOWEST total score has the highest priority for funding.

Calculation example:
1+1+2+1+3+8+2 = 18 (1st priority)

4+9+9+2+2+10+9 = 45 (2nd priority)

5+7+8+6+5+7+8= 46 (3rd priority)

In the event of a tie based on the above system, the charity with the most 1’s will get priority. If they number of 1’s is the same, the number with the most 2’s will get priority, and so on.

Once the voting process for all Belgian and International charities is completed, two (2) board members will review the ballots and calculate the results for each charity. Members can demand the presence of one (1) witness during this review.

After the meeting, all of the voting ballots as well as the calculation sheet will be safely stored in an envelope for at least two (2) years. Only our Executive Board (the President, the Vice-President and the Treasurer) will have access to them.

The final result of the vote will be announced at the next General Assembly meeting.

On behalf of the NCB Executive Board

***Sabrina Janssens & Julija Vejic***

Charity Co-Coordinators

 **SAMPLE VOTING BALLOT**

