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FORM FOR REQUESTING ASSISTANCE FROM THE CLH GROUP FOR SOCIAL ACTION PROJECTS

Introduction

This form is designed for all organisations that are interested in carrying out social action projects and wish to ask the [CLH Group](#) to cooperate with them.

Before continuing, we would ask you to kindly note that any contribution the company makes to these projects is **subject to the latter adapting to the requirements laid down in the corporate Social Action Policy** as explained in the following section.

Eligible projects

Generally speaking, only applications referring to projects that fulfil the following conditions will be considered:

- They focus on areas for action that are top priority for the company (education, social welfare, social integration, environmental protection, promotion of art and culture, research) or correspond to other solidarity initiatives in which [CLH](#) employees provide input.
- They are carried out within the local communities in which the company operates.

If you should require any further information, kindly consult the [CLH Social Action Policy](#).

Structure of the form

This form is divided into five sections:

1. Profile of the applicant organisation
2. Contact details
3. Project description
4. Contribution requested from [CLH](#)
5. Positive impacts expected from the project

1. Profile of the applicant organisation

Please provide the information requested in the following sections in relation to the profile of your organisation and the type of activities it engages in.

Kindly note that if your project is selected you will be asked to supply more detailed, specific documentation (articles of association, liquidation clause, activity report, annual operating budget, sources of financing, etc.).

Name of the organisation:	
Tax ID Number:	
Type of organisation (company, association, NGO, academic institution, public administration, others):	
Is the organisation considered a non-profit organisation according to the terms of article 16 of Law 49/2002 ¹ and so the contribution or donation you request may give rise to tax deductions as stated in article 17 of the same Law?	
Short description of the organisation (objective, areas for action, main projects under way):	
Is the organisation registered in any official register?	
Please state the name of the register and the organisation's registration number in it.	

Postal address of the organisation:	
Municipality:	
Postcode:	
Website:	
Has your organisation previously contacted anyone in CLH in relation to this application? If so, kindly state the name and contact details of that person if you have them:	

¹ Law 49/2002 of 23 December, on the tax system of non-profit organisations and tax incentives for patronage.

2. Contact details

Please state your contact details.

CONTACT PERSON FOR THIS APPLICATION	
Name(s):	
Surname(s):	
Position:	
Telephone no.:	
Mobile phone no.:	
E-Mail:	
PERSON AUTHORISED TO RECEIVE FUNDS Only complete this section if the person is different from the contact person stated above	
Name(s):	
Surname(s):	
Position:	
Telephone n°:	
Mobile phone n°:	
E-Mail:	

3. Project description

Please answer the following questions in relation to the project for which this application is submitted. Kindly note that if your project is selected you will be asked for more detailed information (Project budget, Results Notification Plan, etc.).

Project name:	
State the area for action that the project focuses on. Please select:	Education Social welfare Social integration Environmental protection Promotion of art and culture Research Others. Kindly state what they are:
Describe the basic aim of the project (Kindly include a specific description of the social or environmental problems in this description and the context that justifies the need for the project):	
State the area or place where the project will be undertaken and which will, therefore, benefit from its results (municipality, district, street, ...):	
Give a brief description of the tasks to be carried out during the project:	

<p>State the approximate period of time during which the project will be carried out and also the moment when it will be in a position to offer results:</p>	
<p>Does any other organisation, besides your own, participate in the project? If so, state its name and type (company, association, NGO, academic institution, public administration, others):</p>	
<p>What other organisations will be participating in financing the project? Kindly state their names and the type of organisation (company, association, NGO, academic institution, public administration, others):</p>	

4. Type of contribution requested from CLH

Please specify below the contribution you are requesting from CLH. If your project is selected, the company may ask you for supporting documents, invoices or other forms of verification to demonstrate that the resources granted have been devoted to the purposes stated in this application.

Kindly state the total budget for the project, listing the items into which it is divided:	
State the amount in € requested from the CLH Group:	
Describe the items to which this contribution will be devoted:	
If the type of assistance you wish to request from CLH for the project is not monetary, please state the kind of contribution that interests you:	
In addition to the funds you are requesting, would CLH employees have the opportunity of participating in the project as volunteers? Please state in what way.	
Has CLH collaborated with your organisation in any social action project before? If so, please state the name of the project:	

5. Positive results and impacts expected from the project

One of the basic criteria that CLH follows for selecting projects is their ability to have a positive impact on the community where they are carried out.

Therefore, the company has created a management system based on indicators that make it possible to assess the ability of the projects to generate these impacts and be able to monitor them throughout their execution.

Kindly complete the following table with information about the **results and impacts expected from your project** in relation to the following indicators. Please note that if your project is selected, **when it is completed you will be asked once more** for these indicators in order to make an assessment of the extent to which its results have been achieved.

INDICATOR	ANSWER
Ties with the local community and inclusion of the latter in the design of the project	
Number of project beneficiaries ² :	
Please state which of the following groups would be the basic beneficiary of the project:	<p>Groups at risk of social exclusion</p> <p>Students</p> <p>Citizens in the local environment where the project is carried out</p> <p>Society in general</p> <p>Others. State which:</p>
Has the project been discussed during its design phase with any representative of the local community in order to confirm that it is aimed at meeting a real need? Answer Yes or No and state who was consulted:	
Will the local administration of the municipality where the project is carried out be informed or involved in the project in any way? Answer Yes or No and state how this information work or involvement will take place.	
Are future editions of this project planned in the same area? Answer Yes or No .	

² In projects where it is not possible to give an accurate quantification of the beneficiaries (environmental improvement, support to research projects), please go straight to the second question.

INDICATOR	ANSWER
Positive impacts of the project	
<p>What positive impact (change) is expected to be achieved through carrying out the project? Please describe this change as precisely as possible. <i>(E.g.: To improve the level of integration of children belonging to groups at risk of social exclusion: To increase the level of independent living of elderly people, etc.).</i></p>	
<p>Does the project provide for a process to evaluate the impacts achieved when it has been completed? Answer Yes or No.</p>	
<p>Are the positive impacts generated by the project expected to last for at least one year or are they of an <i>ad hoc</i> type?</p>	

INDICATOR	ANSWER
Other benefits the project will have for the community	
<p>State whether the project provides for the specific hiring of local staff. If so, please state the number of contract working hours (Local staff are considered to be persons who are on the electoral roll of the municipality in which the activity is carried out):</p>	
<p>Budget percentage furnished to the project by CLH and which will be spent on local suppliers (belonging to the municipality in which the project is carried out):</p>	

INDICATOR	ANSWER
Project links to the activity performed by CLH	
Will any CLH employee be participating in the project on a volunteer basis? If so, please state the number of hours he/she will be giving:	
Please state whether this participation will involve using the professional expertise of the employee.	
Is news of the project or its results expected to be taken up by the media? If so, kindly state the number of impacts that are expected, broken down into local, provincial or national media.	
Will the positive impact of the project occur in a municipality where there is some kind of CLH infrastructure?	

INDICATOR	ANSWER
Impact indicators	
<p>Education and training.</p> <p>Percentage of participants for whom the activity is expected to mean an improvement</p>	
<p>Welfare.</p> <p>Percentage of participants for whom the activity is expected to mean an improvement</p>	
<p>Social integration.</p> <p>Percentage of participants for whom the activity is expected to mean an improvement</p> <p>Percentage of participants who will continue to attend throughout the whole of the activity</p>	
<p>Environment.</p> <p>Environmental improvement as a result of the activity</p>	
<p>Promotion of art and culture.</p> <ul style="list-style-type: none"> • Number of institutions that are worked with • Number of exhibitions whose sponsorship is participated in • Number of people visiting the exhibition 	
<p>Research institutions.</p> <ul style="list-style-type: none"> • Number of institutions that are worked with • Number of research projects that are given support 	
<p>Other indicators. If you do not consider that the proposed indicators are applicable to your project, please propose a specific indicator and also the value it is expected to achieve.</p>	

Once completed all fields, save the document and send it as email attachment to the address:

infoch@clh.es