

STRONG CSO FOR A STRONGER DEMOCRACY

Capacity building for Cameroonian CSOs

APPLICATION FORM

Deadline : December 31, 2024

Please fill in capital letters or type in all questions and sections. Incomplete or incorrectly filled-in forms will not be taken into consideration.

Your application must include the following documents

- 1-A completed application form.
- 2- A letter of commitment duly signed and sealed by the authorized person.
- 3- A copy of the association's registration receipt.
- 4- a copy of the latest annual activity report
- 5-a copy of the organization's articles of association
- 6-CV of the leader of the organization taking part in the program

SECTION I : ORGANIZATION PROFILE

Organization name :

Acronym :

Name of director :

Physical address:

Mailing address :

Town : Phone :/.....

Email : Web Site

- **Creation date**
- **Legal registration number :**
- **Organization objectives**

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➤ **Priority action area**

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➤ **Type of organization**

Association, GIC Coopérative Trade Union
national NGO
Academic or research Institution
Others (Network, Mouvement, etc)

➤ **Is your organization affiliated with any other networks? If so, which ones?**

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➤ **What is the structure/organizational chart of your organization?**

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➤ **Number of members in the organization**

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➤ **Number of full time staff**

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➤ **Organization's material resources (office, equipment, computer, etc.)**

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➤ **Geographical scope of your organization's activities**

Region Département Locality/town

➤ **Working language** French English

➤ **Do you produce activity reports ?** Yes No

If yes, how often? After every activity At the end of the year Others

Explain.....

(Add your last activity report)

SECTION II : EXPERIENCE

- **Please give a brief description of your work experience in civil society over the last two years and the projects you have implemented (200 words).**

- **Please describe your organization's current activities in a few words (200 words).**

- **Please describe how your organization contributes to community development and the strengthening of democracy and human rights (200 words).**

- Have you ever taken part in a capacity-building training course in internal management and/or governance, institutional development? If so, please give details

- 1- Name of the training and objectives, course organizer, lessons learned
- 2-
- 3-

SECTION III : NEEDS ASSESSMENT

Has your organization ever received institutional development support??	
Purpose for which your organization would participate in this capacity-building program	
How would you rate your internal governance on a scale of 1 to 5? -Personnel management -Project/program management -Collaboration with government -Collaboration with other organizations	
What are the institutional issues that justify your candidacy? Identify and explain them	
What specific objectives would you pursue if your application is successful?	
In your opinion, what would be the results of capacity building for your organization, taking your needs into account?	
What do you hope to gain from your participation in this program?	

The selected CSOs commit to remain available and to provide all the information necessary for a proper evaluation and assessment of their organization.

NB: Applications submitted after the deadline will not be considered.

Applications may be submitted to NDH's national office or sent electronically to the addresses below.

Headquater : Nouveaux Droits de l'Homme Cameroun
 Bastos - Montée lycée Nkol Eton, Face hôtel meumi.
 Ph. 242 01 12 47 / 675 65 72 92/ 696 85 22 90
 Email : ndhcameroun97@gmail.com/ ndhcam@yahoo.fr/ floline23@yahoo.fr
 Web site. www.ndhcam.org

Logo/Applican letter head

LETTER OF COMMITMENT

I, the undersigned **name of the representative** acting in the name and on behalf of **the non-governmental organization name**, hereby certify that my organization, which wishes to obtain technical support for institutional development, formally undertakes to comply with the following points:

- * Respect and uphold the values and principles of NDH-Cameroon, project owner and coordinator of the program.
- * Be available to participate in assessments during the program.
- * Attend/participate in training sessions/seminars associated with the program.
- * Commit to implementing the program's recommendations
- * Commit to be engage in networking at inter-regional and national levels to share experiences and best practices.
- * Promote communication and cooperation between my organization and all program stakeholders.
- * Organize at least one restitution workshop for 10 CSO members in my locality to share the knowledge acquired during the training sessions.

In accordance with the selection guidelines, **the name of the NGO** also acknowledges that it meets the following criteria:

- Be a non-profit legal entity governed by private law, voluntarily bringing together members, whether individuals or legal entities, and created on the basis of a constitutive act governed by national private law, with a corporate purpose, operations, financing and statutory governance in compliance with the law;
- Be established and have been operating for at least two (02) years at the time of requesting institutional support;
- Be independent of governments and political parties;
- Have a working relationship with NDH-Cameroun or aspire to work in collaboration with NDH-Cameroun;
- Be able to relay the actions and work of this program to civil society and the government.

NB: Failure to comply with any of these conditions will automatically exclude you from the list of support beneficiaries at any time during the program's implementation.

This commitment must be signed by the director of the organization, who hereby undertakes to comply with all the relevant clauses.	
Name of organization	
Director's name	
Signature :	Date (dd/mm/yyyy) :