



**Association  
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## **REQUEST FOR FINANCIAL SUPPORT**

### **GUIDELINES FOR PROJECT SUBMISSION**

#### **Preparation of Manuscript**

The text should be divided into sections with the headings: Introduction, Action, Methods and Resources, Schedule and Budget, References.

#### **Pictures and Illustrations**

Tables, pictures and illustrations should only be used in order to facilitate the comprehension of the project.

#### **Main Text**

Project can be submitted in a comprehensive English, Chinese, French or Italian. Full project should not exceed four A4 pages, including tables, pictures and illustration.

IMPORTANT: the document should not exceed 1Mb in size.

#### **Page 1**

##### **Title Page**

The title page should carry the full title of the project; the name of the Association, NGO or Institution involved in the project; the website (if existing); the name of the person(s) to contact, their e-mail and telephone number (include country code), Bank Account details (where to transfer money).

#### **Page 2 to 4**

##### **Introduction**

The second page should carry a brief presentation of your organization and a short project abstract. Give only strictly pertinent references about the general situation and highlight important points about the necessity of the project.

##### **Action**

In this section you will describe the aim of the project. A few sentences would be sufficient.

##### **Methods and Resources**

Give details about how you want to accomplish the project. Give a list of what you already have (structures, equipment and human resources) and what you need to acquire in order to successfully complete your project.

##### **Schedule and Budget**

If possible, summarize the schedule and provide a detailed budget for your project. Include material prices and salaries. Please report any financial support already received from other donors (Foundation, Private donors, associations, governmental agencies, etc...) and incomes generated by the project itself.

##### **References**

List here all references you have mentioned in the manuscript (especially if you have cited statistical data). All references should be complete and accurate.

#### **Sending the Manuscript**

Submit your project to *Ombres Chinoises* via e-mail to [ombreschinoises@hotmail.com](mailto:ombreschinoises@hotmail.com). A representative of *Ombres Chinoises* will contact you as soon as possible for further discussion.