

OMBRES CHINOISES

WHO WE ARE

Ombres Chinoises (Chinese Shadows) is a young, non-profit, apolitical and non-religious association based in Bellinzona, Switzerland. Ombres Chinoises was created to provide financial support to valid humanitarian projects concerning children. The statutes of the association have been adopted by the assembly on the 28th September 2006 and refer to articles 60 and following of the Swiss civil code.

Our Address:

**Association Ombres Chinoises
Via San Paolo 2
6500 Bellinzona - SWITZERLAND**

Swiss postal account: CCP 17-651569-6

**Web: www.ombreschinoises.org
E-mail: ombreschinoises@hotmail.com
Phone: +41 - 78 - 690 37 77**

GOALS (art.3 of the statutes of Ombres Chinoises)

The aim of the association is to collect, to manage and to distribute funding that serves to support humanitarian projects helping underprivileged children. These projects can be lead/develop by, or in collaboration with, a third associations.

HOW DO WE PROCEED?

NGO's interested in our support, have to submit a project (see "guidelines for projects submission" below) to our office via e-mail. As soon as we receive an official request for financial support from a NGO, we examine the project and discuss all the details. If the project is accepted, we ask the NGO to sign the inter-associations agreement that regulate important points of the collaboration (see an example in the "inter-associations agreement sample" below). Immediately after, we start to organize events in Switzerland (concerts, markets, etc..) in order to collect funds. The NGO's project will also be mentioned on our web site, in order to solicit international donations. As soon as the collected money is sufficient to cover the budget of the project, Ombres Chinoises will transfer the money to the NGO asking for some guaranties. This practice has been very successful in the past ensuring the financial support of interesting projects.

CRITERIA FOR THE PARTENERSHIP WITH "OMBRES CHINOISES."

The partner (associations, organisms, NGO, etc.), interested in the support of Ombres Chinoises, have to imperatively be compatible with the following criteria:

- The partner must be an organism without lucrative goal, whose efforts are realized, according to the goals of Ombres Chinoises, in the field of aid and development of childhood
- The partner never has to break the "Convention on the rights of the child" of the United Nations and its last convention, given in 1990.

We want to be clear and transparent toward our benefactors and members. For this reason we ask clarity and transparency to our partners.

Do you need more information?
Please contact us and visit our web site.

OUR GOAL IS TO HELP CHILDREN IN HAVING IN A BETTER FUTURE; THEREFORE WE WOULD BE HAPPY TO SUPPORT YOUR HUMANITARIAN PROJETS.

Committee of Ombres Chinoises



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Tél: +41-78-690 37 77

REQUEST FOR FINANCIAL SUPPORT

GUIDE LINES 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. A representative of *Ombres Chinoises* will contact you as soon as possible for further discussion.

Inter-Associations Agreement

(sample)

Date: JJ-MM-YYYY.....

To: Ombres Chinoises

From (requester): NGO

Project name and number: ...CHCN001.....

A. Assigned Rights

The Requester assigns to *Ombres Chinoises* the right to publish, republish, reproduce, transmit, distribute and otherwise use the requester's name and material provided by the Requester in *Ombres Chinoises*'s website (www.ombreschinoises.org) and in derivative works (journals, posting, citations, e-mails, news-letters, etc ..), in all languages and in all media of expression. *Ombres Chinoises* will make proper acknowledgement by stating "By courtesy of the Requester" and will send the Requester copies for record.

B. Retained Rights

The requester retains all proprietary rights other than Assigned Rights, in the use of its name.

C. Other Rights of the Requester

- The right to share with other humanitarian associations their experience with *Ombres Chinoises*.
- The right to stop at any times the collaboration with *Ombres Chinoises*, justifying the reasons by letter or e-mail.

D. Obligations

- To use *Ombres Chinoises* funding according to the accepted project (project number: CHCN001).
- To immediately inform *Ombres Chinoises* about any changes of the originally submitted project.
- To present a periodic feedback and payment proves of the use of the *Ombres Chinoises* funding.
- To acknowledge *Ombres Chinoises* in any way using any media of expression for the amount of any received donations.

E. Ombres Chinoises's Engagement

- *Ombres Chinoises* has accepted to support the requester's submitted project (project number: CHCN001). *Ombres Chinoises* will try the best to collect funds by encouraging potential sponsors and/or by organizing special events. However, *Ombres Chinoises* and their members are not liable if, after many efforts, sufficient funding has not been raised.

F. Final disposition

In case of fraud or inobservance of the cited points and the stipulated contract with "*Ombres Chinoises*", the partner will return the totality of the "*Ombres Chinoises*" funding.

Place and Date: JJ-MM-YYYY

Requester's print name (responsible): FIRSTNAME NAME.....

Requester's Signature (responsible): *Signature*.....