

# Diaspora 4 Development (D4D) Grants

# How to submit your application package

#### Step 1: Download the application package

- Visit the <u>D4D Grants page</u> or refer to the links provided in the <u>call for application</u> <u>guidelines</u>.
- Download all required documents of the application package, including the Grant application form (Annex A), Budget (Annex B), and other mandatory forms.

Application package	he below list of documents to be filled	l, signed and submitted. Applications
must be complete and include all requ or significant discrepancies could resu	ested information. Incomplete submi ult in the rejection of the application.	ssions may be disqualified. Any errors
Name of document	Format(s)	Submission language
Grant application form (Annex A)	Word document and signed and scanned PDF	English or French
Budget (Annex B)	Excel file and signed and scanned PDF	English or French
Legal entity identification form (Annex C)	Signed and scanned PDF. Stamping is not required.	English
Operational and financial capacity form (Annex D)	Signed and scanned PDF	English
Declaration on honour (Annex E)	Signed and scanned PDF	English
Financial identification form (Annex F)	Signed and scanned PDF. Stamping may be required (see	English

### Step 2: Complete the application documents

- Fill out each document as outlined in the call for application guidelines.
- Ensure you adhere to the **required submission format and languages** (English or French).
- Double-check that all mandatory fields are completed and that supporting documents (e.g., CVs, Letters of Support) meet the requirements.



# Step 3: Access the application portal

• Once all documents are completed, go to the <u>application portal</u> via the link provided on the D4D Grants page.

### Step 4: Fill in required information

- In the portal, provide general information about your organisation and the project as prompted.
- Ensure all fields are completed before proceeding to the upload section.

<b>D4D Grants – Applicati</b> Fields marked with an * are compulsory	on portal
Grants application portal	
Lumora Connect Foundation	
	25 of 250 max characters
Zephyronia	
	10 of 100 max characters
Bridging Horizons: Sustainable Growth through Diaspora Innovation	n
	65 of 100 max characters
Arvoria, Nymberlia, Orenthos	
	28 of 100 max characters



## Step 5: Upload your documents

- Under the respective sections for each **Annex**, upload the completed documents from your application package.
- Verify that each document is correctly attached to its designated section before finalising your application.

Grant applica	tion form (Annex A) - Word	d document
Choose File	Annex A - test.docx	Max. file size: 64 MB.
Word document		
Grant applica	tion form (Annex A) - PDF	document
Choose File	Annex A - test.pdf	Max. file size: 64 MB.
Signed and scan	ned PDF	
Budget (Anne	x B) - Excel file	
	x B) - Excel file No file chosen	Max. file size: 64 MB.
Choose File	- -	Max. file size: 64 MB.
Choose File Excel file	- -	Max. file size: 64 MB.
Choose File Excel file Budget (Anne	No file chosen	Max. file size: 64 MB. Max. file size: 64 MB.
Choose File Excel file Budget (Anne	No file chosen ex B) - PDF file No file chosen	
Choose File Excel file Budget (Anne Choose File Signed and scan	No file chosen ex B) - PDF file No file chosen	Max. file size: 64 MB.

# Step 6: Review and submit

- Review your entire application in the portal to ensure accuracy and completeness.
- Once everything is in order, click "Apply".
- You will receive a confirmation email verifying the successful submission of your application.

