



TUTORIAL

Download and submit the grant application form

03/05/2017

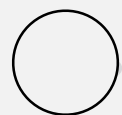
CALENDAR

CALL FOR PROJECTS FEBRUARY 2017

Grant application form
downloadable
on our [website](#).

You can only submit your grant
application during this period on
our [website](#).

Applications or documents
received outside the specified
dates will not be examined
or retained.



Monday, 15 January

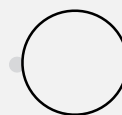


Thursday, 1 February

CALL FOR PROJECTS



Wednesday, 28 February



Please submit your grant application
in modifiable PDF format

Please attach the supporting documents
in a single .rar or .zip file

Incomplete applications will not be examined or retained.

CONTENTS

01 | [Download the grant application form](#)

02 | [Upload your grant application form](#)



DO YOU WANT TO DOWNLOAD

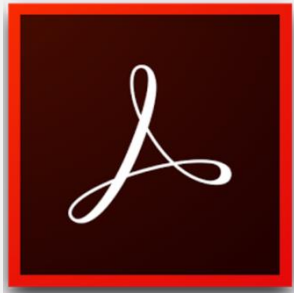
THE GRANT APPLICATION FORM

BUT DON'T KNOW HOW?

HOW TO DOWNLOAD THE GRANT APPLICATION FORM?

Here are a few tips on how to download and open the grant application form

01



Update your version of Adobe (free download)

02



Avoid using Google Chrome. Instead, Use Internet Explorer or Firefox

03



To open the file, save it on your computer by clicking on “save as”

DO YOU WANT TO SUBMIT
A GRANT APPLICATION
BUT DON'T KNOW HOW?

HOW TO SUBMIT YOUR GRANT APPLICATION?

On our home page, click on the **ORGANIZATIONS** tab, then click on **Submit a project**

The screenshot shows the website's navigation bar with the following items: **FOUNDATION**, **EMPLOYEES**, **ORGANIZATIONS** (highlighted with a yellow box), and **NEWS**. A dropdown menu is open under 'ORGANIZATIONS', showing the following options: **Submit a project** (highlighted with a yellow box), **Create an account Organization**, and **MISSIONS GET COMMITTED!**. The main content area features a large banner with the text: "2016 DEC 27" and "One for all, all for one", the origins of a movement for charity and solidarity". Below the banner is a "SOCIAL NETWORKS" section with tweets and a Facebook post. To the right, there are three featured articles: "4 stories of Societe Generale employees committed to solidarity", "Societe Generale Global Solution Center Corporate Social Responsibility Annual Conclave 2016", and "Sponsoring graduates with 4 or more years of tertiary education from working class backgrounds". Each article has a "GET COMMITTED" button.

HOW TO SUBMIT YOUR GRANT APPLICATION?

Answer the questions according to your organization.

Home > Organizations > **Submit a project**

f t in

SUBMIT A PROJECT

Step 1

To find out if your project is eligible for a grant from the Societe Generale Foundation, fill in this questionnaire.

You are ?

- A CHARITY
- AN ENTERPRISE
- AN INDIVIDUAL
- A PUBLIC INSTITUTION

SEND

SUBMIT A PROJECT ?

For any question, you can contact the Foundation :
fondation.solidarite@socgen.com
[Click here](#) to find out which countries the Societe Generale Group operates in.

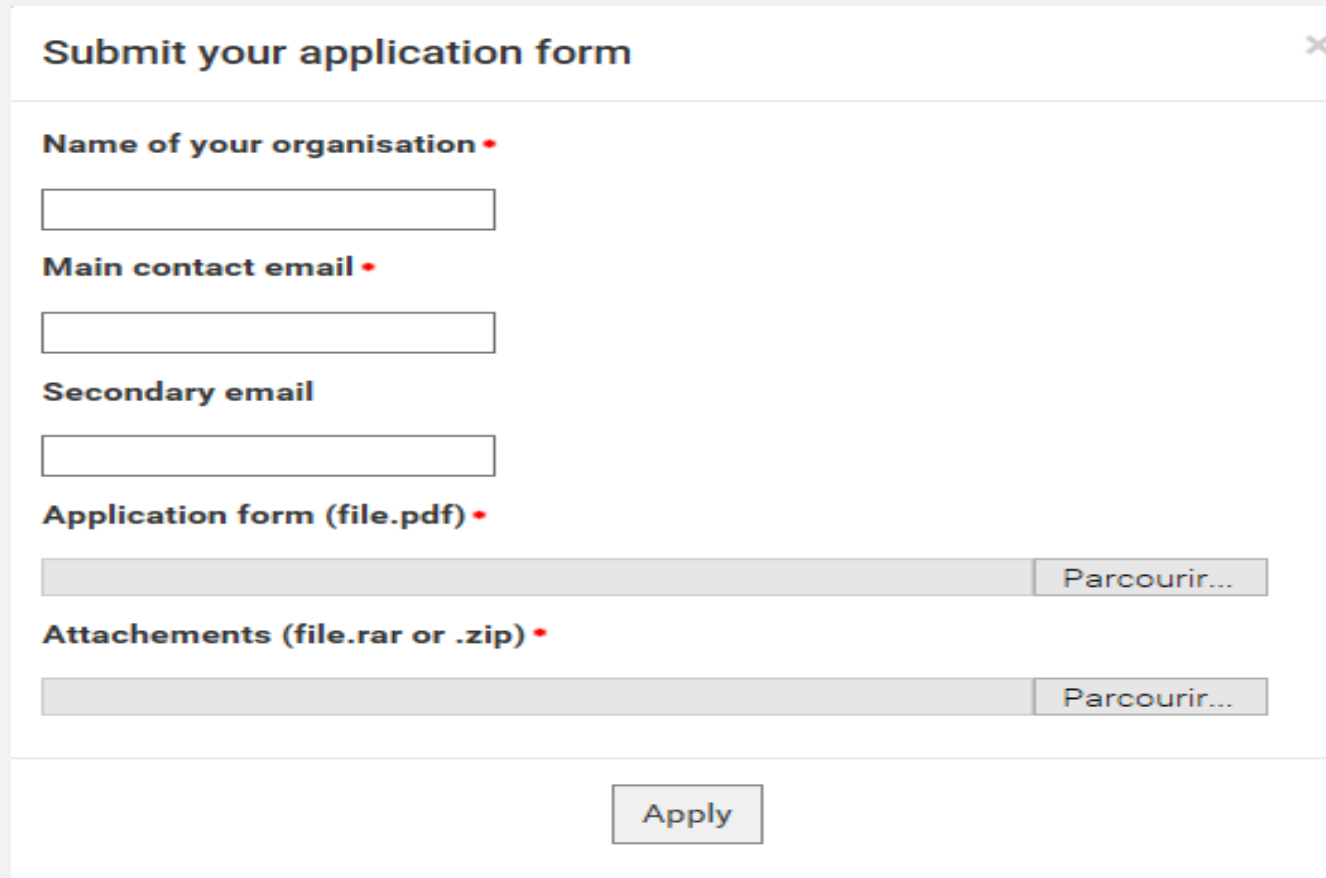
HOW TO SUBMIT YOUR GRANT APPLICATION?

When you reach step 4, click on **Submit your application form.**

The screenshot shows a web page titled 'SUBMIT A PROJECT'. At the top, there is a breadcrumb trail: 'Home > Organizations > Submit a project'. To the right of the breadcrumb are social media icons for Facebook, Twitter, LinkedIn, YouTube, and Email. The main heading 'SUBMIT A PROJECT' is centered in a large green font. Below this, the page is divided into two columns. The left column is titled 'Step 4' and contains two sections: 'French version : > Bilan de votre projet - pour les renouvellements' and 'English version : > Review association for a project already supported by the Société Générale Foundation'. At the bottom of this column is a button labeled 'Submit your application form'. The right column is titled 'SUBMIT A PROJECT ?' and contains a text box explaining that the grant application form can be downloaded 15 days prior to and during the call for projects. It also mentions that grant applications must be focused on a specific project and fall within the Foundation's scope. The text concludes with a link: 'Click here to find out which countries the Societe Generale Group operates in.'

HOW TO SUBMIT YOUR GRANT APPLICATION?

1. Fill in the information in the window that opens



The screenshot shows a web browser window titled "Submit your application form" with a close button (X) in the top right corner. The form contains the following fields and buttons:

- Name of your organisation ***: A text input field.
- Main contact email ***: A text input field.
- Secondary email**: A text input field.
- Application form (file.pdf) ***: A file upload field with a "Parcourir..." button.
- Attechements (file.rar or .zip) ***: A file upload field with a "Parcourir..." button.
- Apply**: A button at the bottom center of the form.

2. Click on **Apply** to submit your application

HOW TO SUBMIT YOUR GRANT APPLICATION?

3. You will then receive an email confirming that your grant application has been sent.

Objet : Societe Generale Foundation // Funding application sent

Dear Madam,

We would like to confirm that your funding application has been sent to the Societe Generale Foundation.

If your application is complete, in the coming days you will receive an email to confirm receipt from the Foundation.

Best regards,

The Societe Generale Foundation

<http://foundation.societegenerale.com>

[facebook.com/fondationsocietegenerale](https://www.facebook.com/fondationsocietegenerale)

twitter.com/fondation_sg

WHAT TO REMEMBER

FROM 1 TO 30 NOVEMBER:

- 01 | You can **only** submit your grant application during this period
- 02 | **Incomplete** applications will not be examined or retained
- 03 | Your grant application form must be submitted in **modifiable PDF format**
- 04 | The supporting documents must be sent **in a single .rar or .zip file**
- 05 | Applications sent by email will not be examined or retained
- 06 | The grant application form and attachments must be uploaded to our [website](#)

IF YOU HAVE ANY QUESTIONS,
CONTACT US

fondation.solidarite@socgen.com