

C0 | DOWNLOAD & SUBMIT THE GRANT APPLICATION FORM



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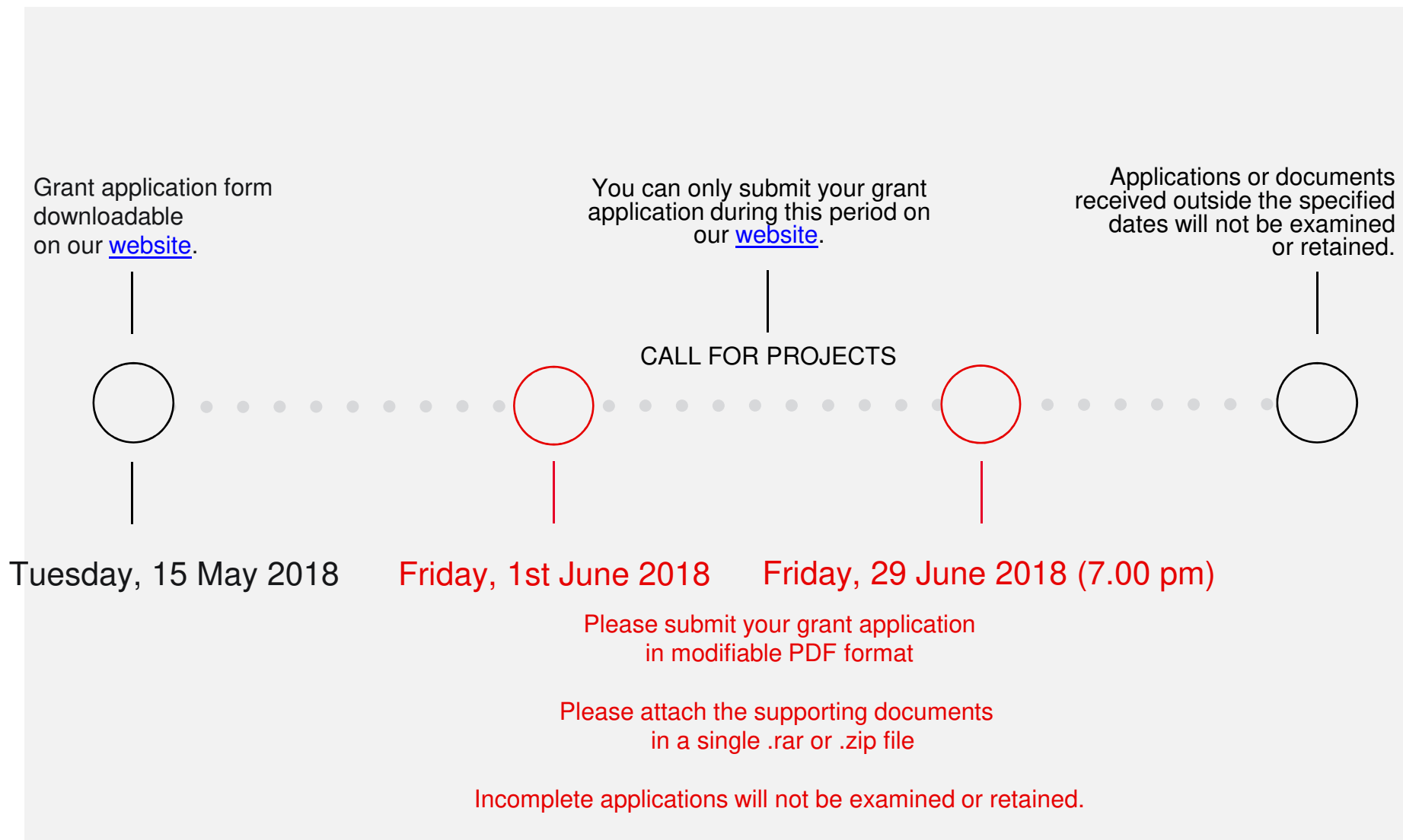
# TUTORIAL

Download and submit the grant application form

01/06/2018

# CALENDAR

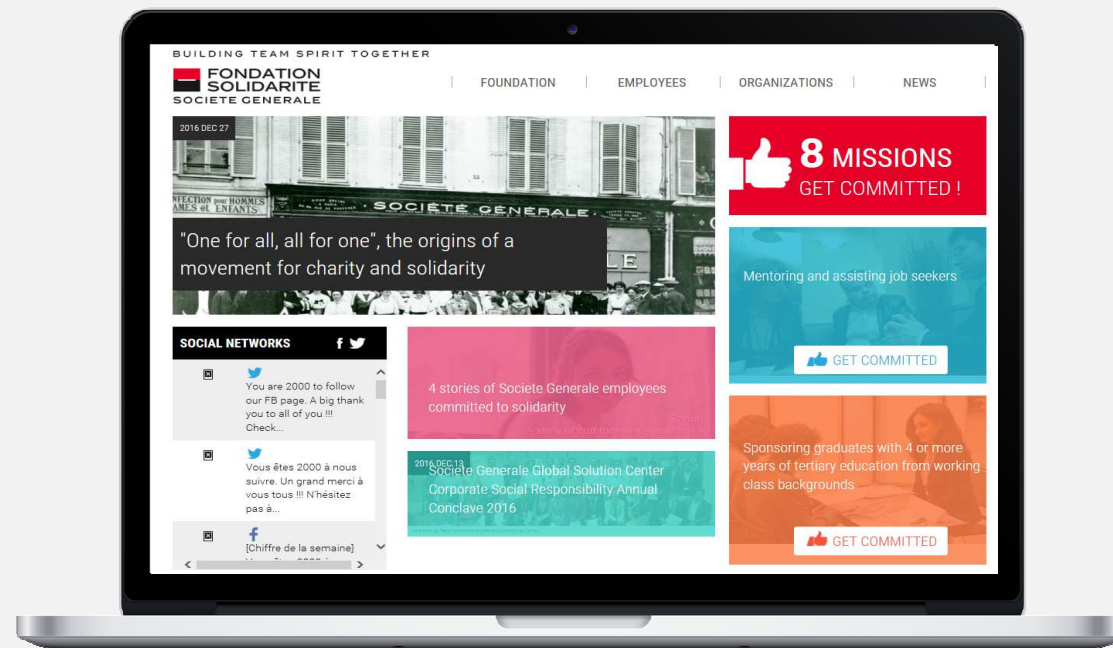
## CALL FOR PROJECTS FEBRUARY 2017



# 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

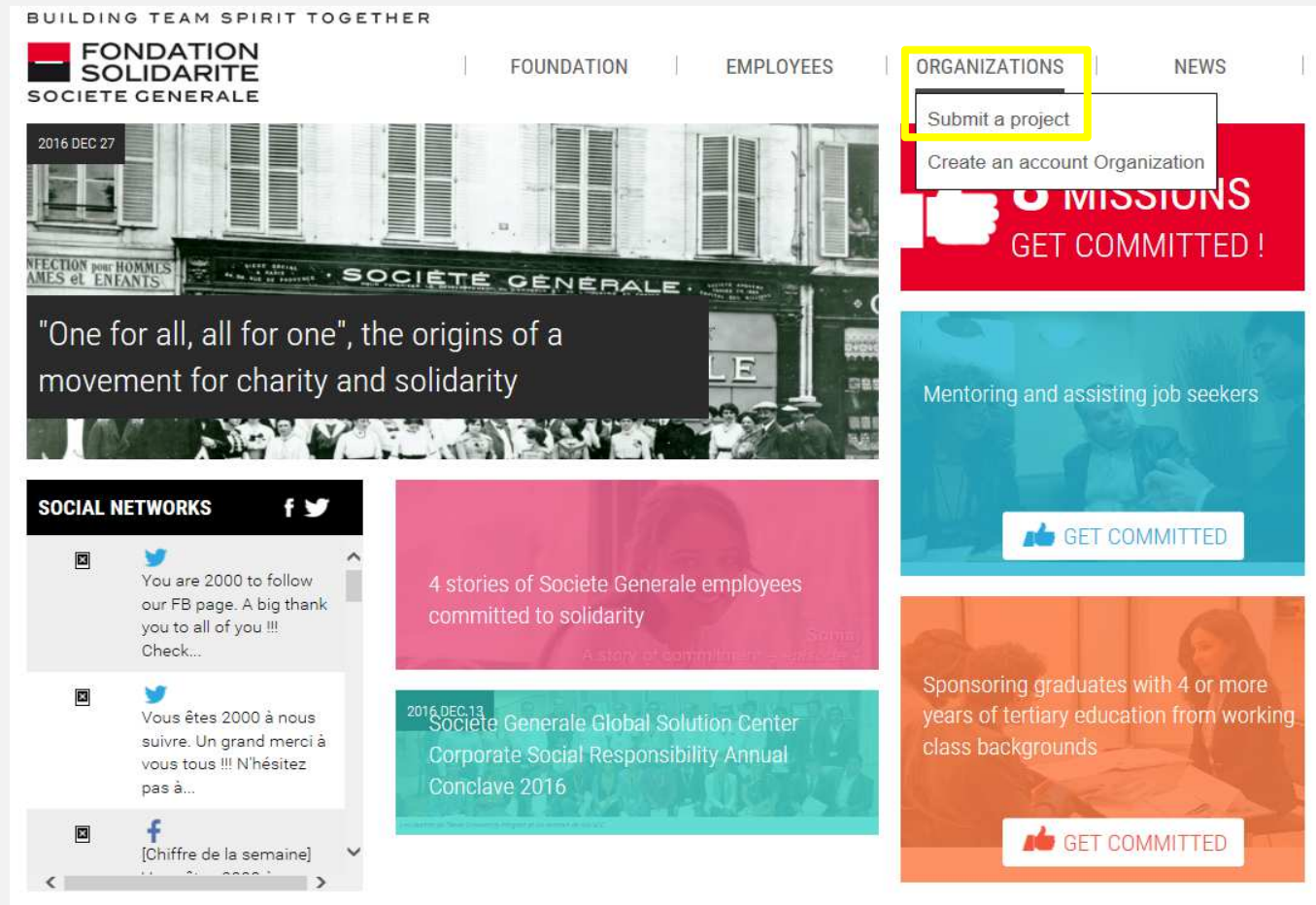


To open the file, save it on your computer by clicking on "save as"

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**



# HOW TO SUBMIT YOUR GRANT APPLICATION?

Answer the questions according to your organization.

Home > Organizations > [Submit a project](#)

[f](#) [t](#) [in](#) [r](#) [e](#)

## 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](mailto: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.**

Home > Organizations > **Submit a project**

**SUBMIT A PROJECT**

### Step 4

**French version :**

- > Bilan de votre projet - pour les renouvellements

**English version :**

- > Review association for a project already supported by the Société Générale Foundation

[Submit your application form](#)

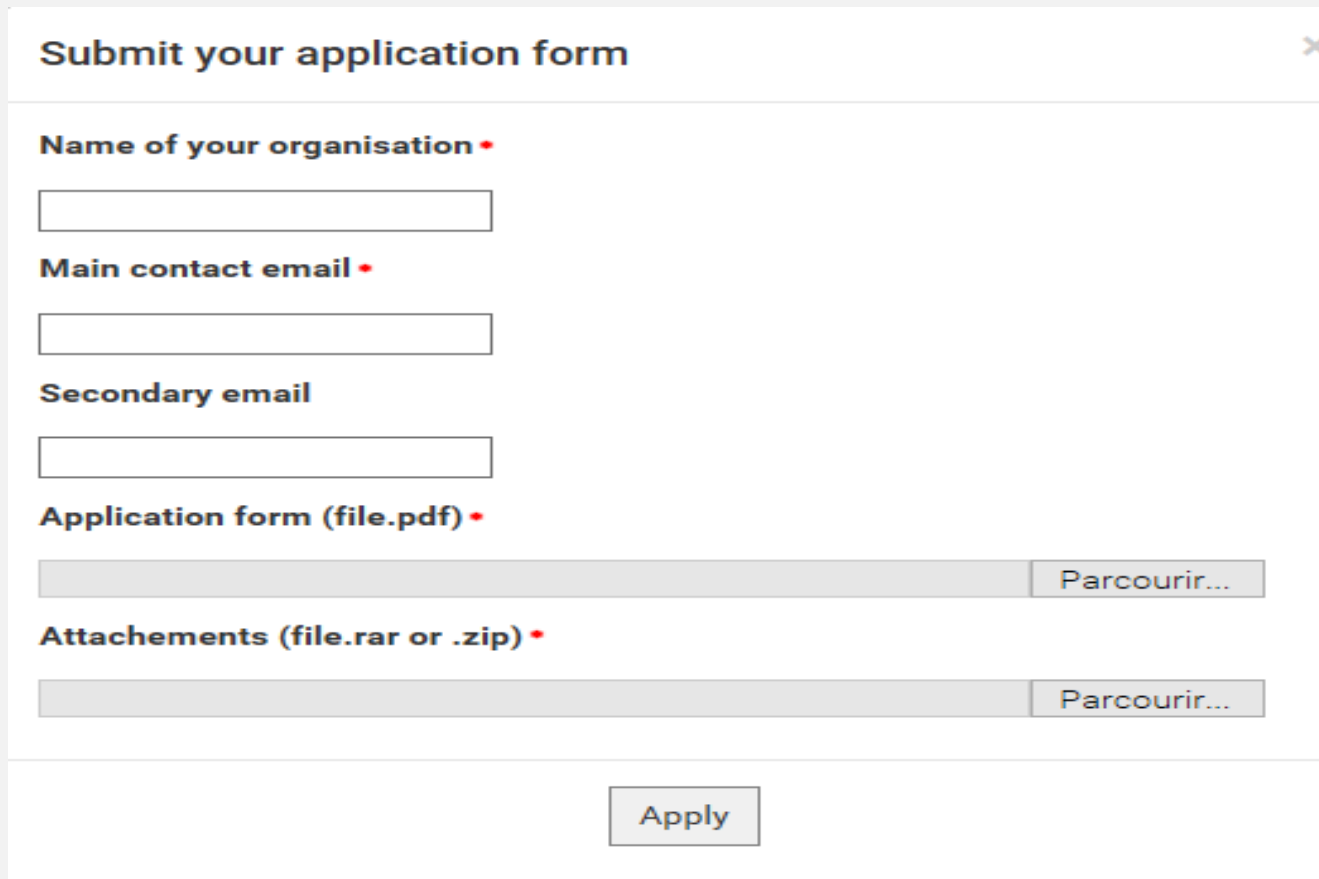
**SUBMIT A PROJECT ?**

The grant application form can be downloaded 15 days prior to and during the call for projects. Grant applications must be focussed on a specific project and fall within the Foundation's scope. The Foundation can support projects implemented by charities, work-based integration structures, in France and abroad in the countries Societe Generale operates in.

[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 form 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.
- Atachements (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](https://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](mailto:fondation.solidarite@socgen.com)