

C0 | DOWNLOAD & SUBMIT THE GRANT APPLICATION FORM



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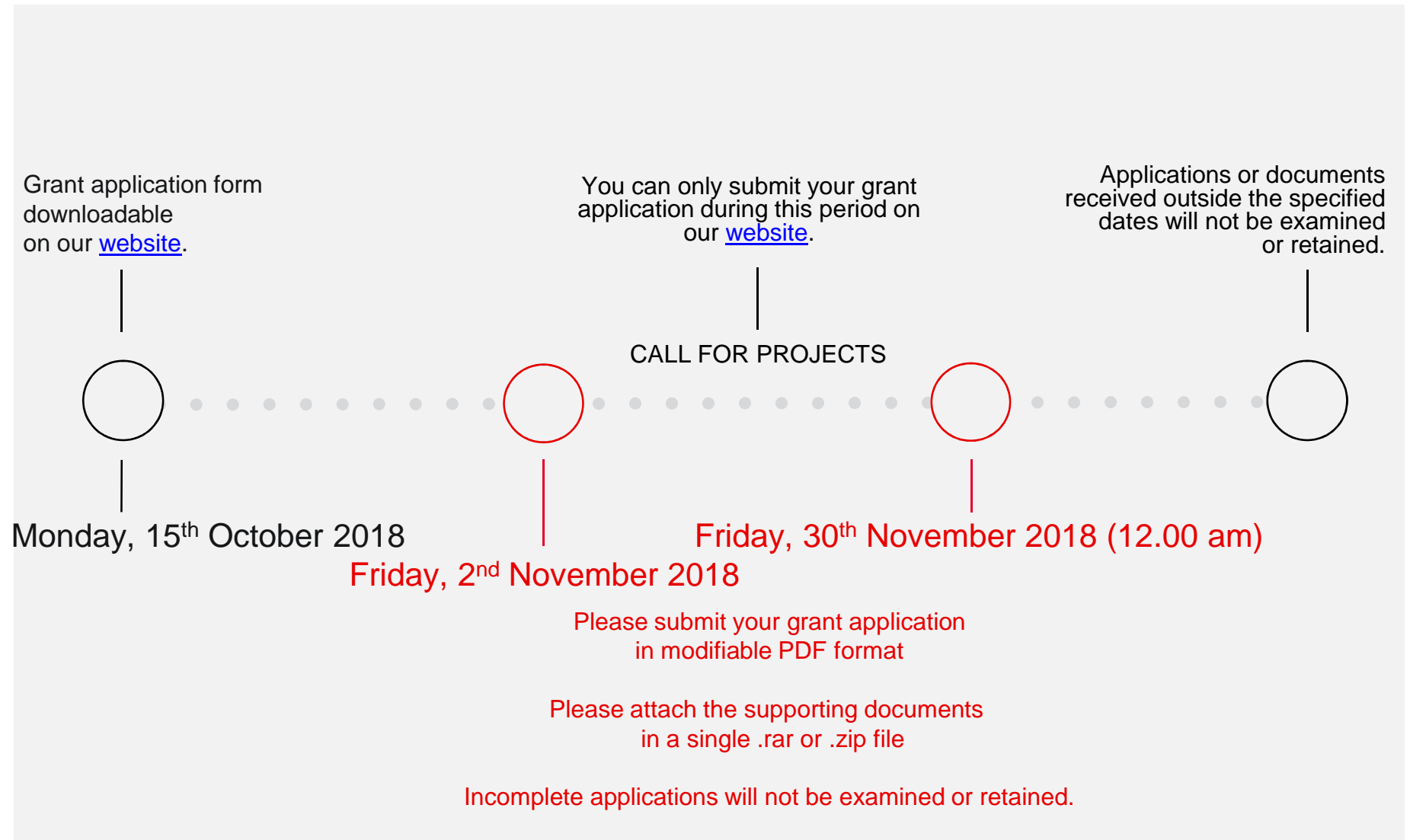
# TUTORIAL

Download and submit the grant application form

15/10/2018

# CALENDAR

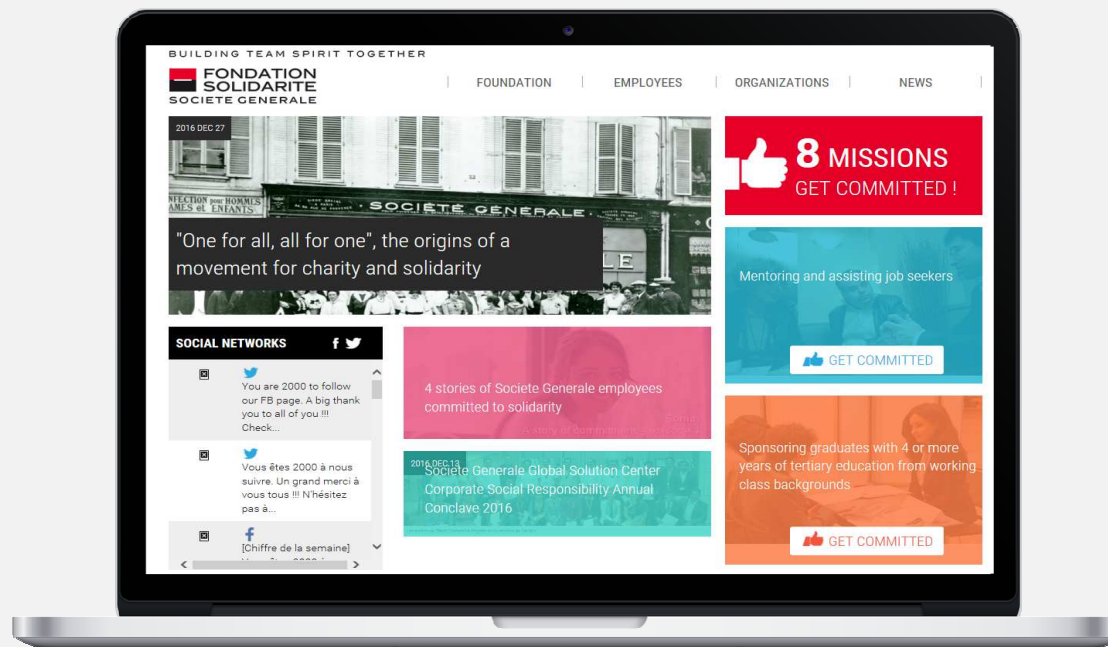
## CALL FOR PROJECTS NOVEMBER 2018



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

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



YOU DO 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”

YOU DO 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 header with the following navigation tabs: FOUNDATION, EMPLOYEES, ORGANIZATIONS, and NEWS. The 'ORGANIZATIONS' tab is highlighted with a yellow box, and a dropdown menu is open, showing the following options: 'Submit a project' (highlighted with a yellow box), 'Create an account Organization', and 'MISSIONS GET COMMITTED!'. Below the header is a main banner with the text: '2016 DEC 27' and '"One for all, all for one", the origins of a movement for charity and solidarity'. To the left of the main content is a 'SOCIAL NETWORKS' section with icons for Facebook and Twitter, and two tweets. Below the main banner are three featured articles: '4 stories of Societe Generale employees committed to solidarity', '2016 DEC 13 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](#) [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.



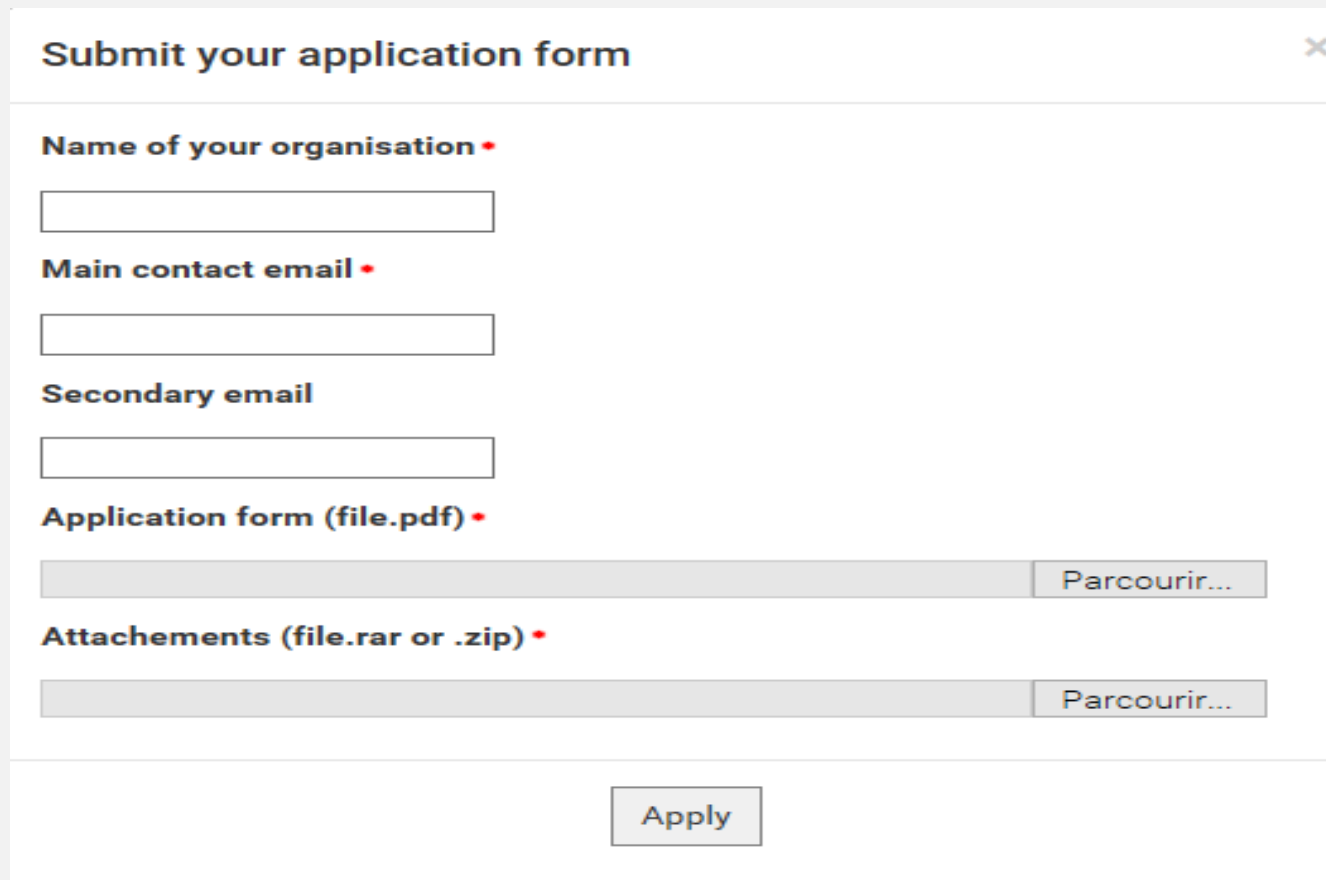
# HOW TO SUBMIT YOUR GRANT APPLICATION?

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

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. Below the breadcrumb is a green horizontal line, followed by the title 'SUBMIT A PROJECT' in green. Another green horizontal line is below the title. The main content area 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 with the following text: '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.
- Attachements (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 2 TO 30 NOVEMBER 12.00 am :

- 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)