Call for Applications

Provision of office furniture and IT equipment for Refugee and Migrant Community Organisations

Deadline: 18th July 2018

# Summary

UNHCR Malta aims to promote community-based solutions through the support and empowerment of refugee and migrant community organisations (ReMCOs). UNHCR Malta seeks to support the activities of community organisations through the provision of items to establish a functioning office and meeting space.

Since UNHCR Malta first provided material support in the form of office furniture and IT equipment in 2017, several community organisations have grown or been set up. Hence, UNHCR Malta has issued another call for the provision of similar items for ReMCOs.

The following requirements must be met by all applicants:

* The organisation must be registered with the Office of the Commissioner for Voluntary Organisations;
* The organisation must have or be renting (or otherwise making use of) a space used as the organisation’s office or meeting place (this should not be a private residence);
* The organisation must select which items they would like to be provided (in order of preference) from the predetermined list;

Preference will be given to those organisations which were not beneficiaries of the 2017 call.

# Submission

Interested ReMCOs must submit the application form (see below), with all required attachments in one of the following ways by the stipulated deadline:

- In person: 52, Mountbatten Street, Hamrun

- By post: 52, Mountbatten Street, Hamrun, HMR 1574

- By email: mtava@unhcr.org

Office Set-Up Support for Refugee & Migrant Community Organisations 2019

Application Form

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| 1. Please provide an overview of the mission and aims of the organisation.
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| 1. Please provide an overview of:
2. the organisation’s activities in 2018 and 2019 (if applicable)
3. the organisation’s strategy for the rest of 2019 and years to follow
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| 1. What office equipment do you need to support your activities?[[1]](#footnote-1) (Please indicate in order of preference from 1 to 11)
 |
| [ ] Laptop/ desktop computer (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Mouse[ ]  Multi-function inkjet printer[ ]  Desk[ ]  Office chair[ ]  Cabinet[ ]  Bookcase [ ]  Meeting table with 6 chairs[ ]  Projector[ ]  Mounted/ portable projector screen (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. Please provide an overview of why the requested items are needed and how the items will be used in the organisation’s activities.
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# Required attachments (your application will not be considered if any attachment is missing):

* Copy of Certificate of Enrolment with the Office of the Commissioner for Voluntary Organisations
* List of the current administrators (i.e. board/committee members) of the organisation
* Copy of Statute of the organisation

**Please submit your application with all the required attachments in one of the following ways by 18th July 2019:**

* **In person: 52, Mountbatten Street, Hamrun**
* **By post: 52, Mountbatten Street, Hamrun, HMR 1574**
* **By email: mtava@unhcr.org**
1. UNHCR will determine the maximum amount of funding each organisation will receive for equipment and/or training following an assessment and availability of funds. [↑](#footnote-ref-1)