

# TUTORIAL

## PROJECT SUBMISSIONS ON THE PORTAIL SOLIDAIRE



**CALL FOR PROJECTS**

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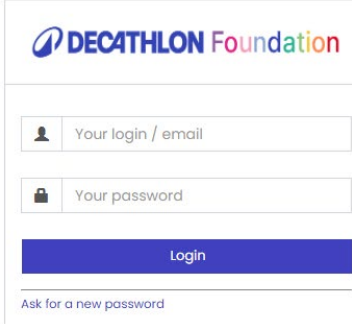
**SPORT FOR WOMEN'S  
EMPOWERMENT  
AND GENDER EQUALITY**



## SCENARIO 1: I don't have a structure account

### ACCESSING MY ONLINE SPACE

- Go to the login URL [here](#).
- Click on the button at the top right: “If you do not have an account, create a login”



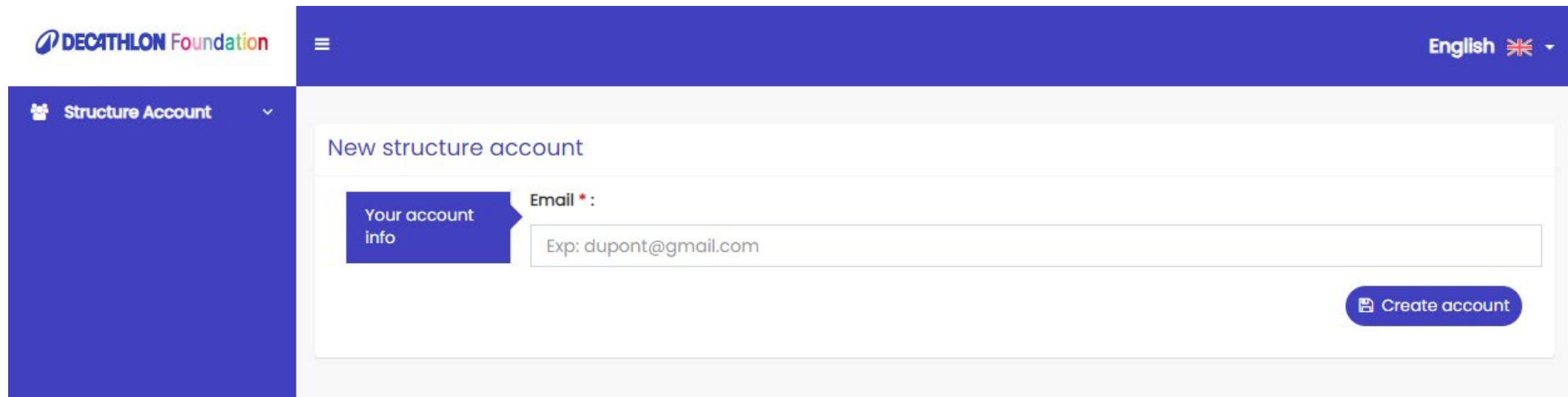
The screenshot shows the login interface for the Decathlon Foundation. At the top left is the logo 'DECATHLON Foundation'. Below it are two input fields: the first is labeled 'Your login / email' with a person icon, and the second is labeled 'Your password' with a lock icon. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'Ask for a new password'.

If you do not have an account, create an access. English 

## SCENARIO 1: I don't have a structure account

### ACCESSING MY ONLINE SPACE

- Next, enter your email address in the field you see below and click on the “create my account” button. You will then receive an automatic email containing your username and password.
- Then, you will be able to log in using your credentials at the [following login URL](#).

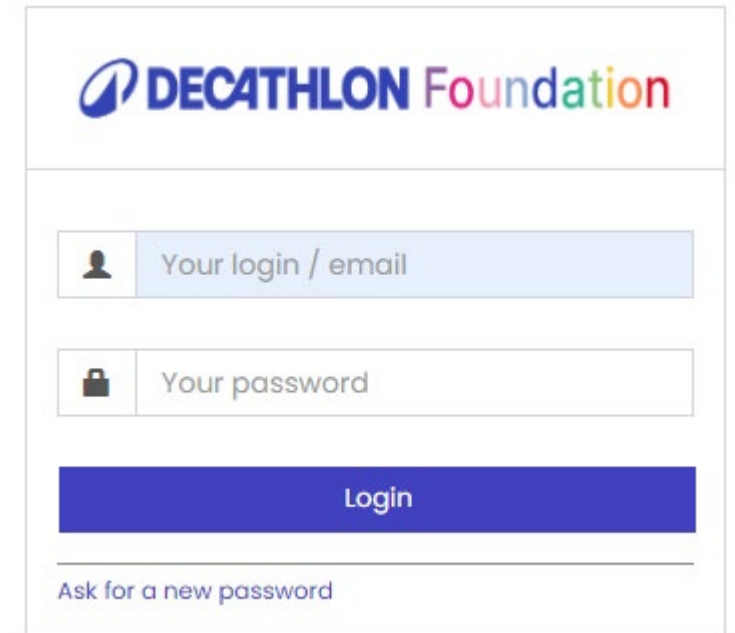


The screenshot displays the Decathlon Foundation website interface. At the top left is the logo 'DECATHLON Foundation'. A blue navigation bar contains a hamburger menu icon and the text 'English' with a flag icon and a dropdown arrow. A blue sidebar on the left shows 'Structure Account' with a dropdown arrow. The main content area is titled 'New structure account' and features a form with an 'Email \*' field containing 'Exp: dupont@gmail.com'. A blue callout box labeled 'Your account info' points to the email field. A 'Create account' button is located at the bottom right of the form.

## SCENARIO 2: I have a structure account

### ACCESSING MY ONLINE SPACE

- Log in to your structure space from the [following URL](#).
- If you are already registered on the Portail Solidaire from previous calls for projects, you can log in using your normal login and password. (Remember to update your structure space.)
- If you have never been registered on the portal, you will be asked to create a profile. Fill in the information requested in order to submit your project.



The screenshot shows the login interface for the Decathlon Foundation. At the top, the logo "DECATHLON Foundation" is displayed. Below the logo, there are two input fields: the first is labeled "Your login / email" and the second is labeled "Your password". A blue "Login" button is positioned below the password field. At the bottom of the form, there is a link that says "Ask for a new password".

## UPDATING YOUR INFORMATION

- Remember to update your structure space before submitting a new project by clicking on the “your profile” tab at the top left.
- You can then edit the information under the following different tabs.
- Remember to click the button at the bottom of each tab before moving on to the next tab .

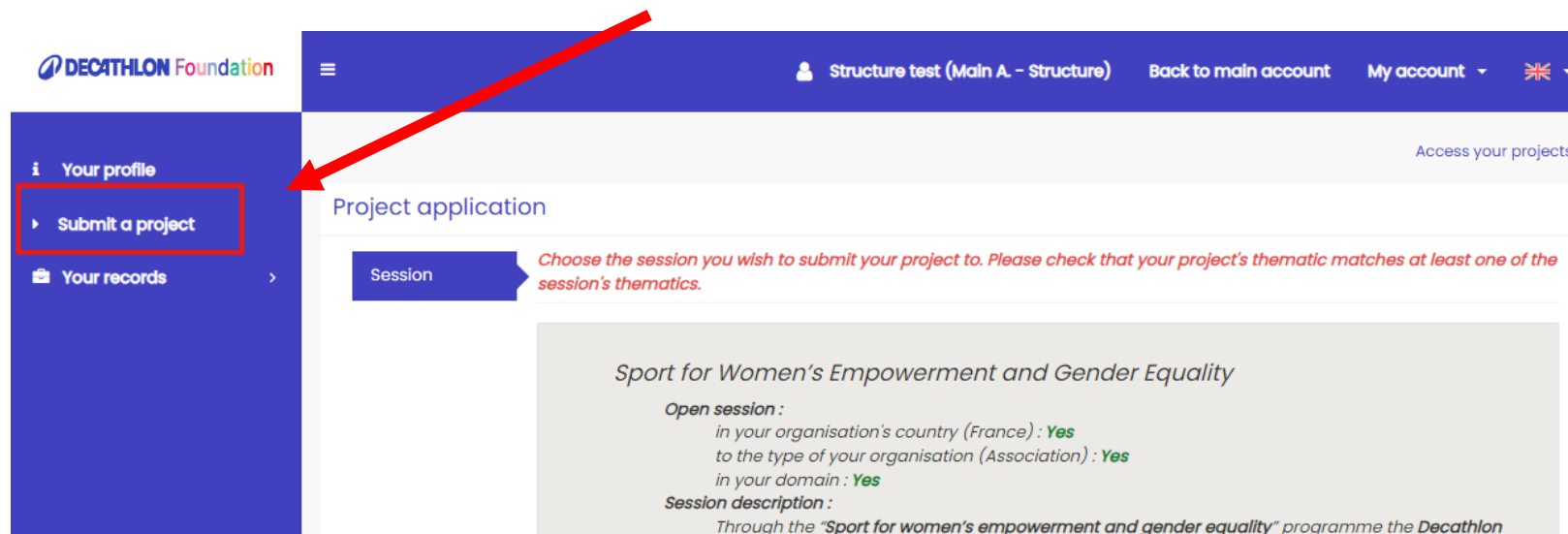
Je sauvegarde mes informations

The screenshot shows the Decathlon Foundation user interface. The top navigation bar includes the logo, a menu icon, and user information: 'Structure test (Main A. - Structure)', 'Back to main account', and 'My account'. The main content area is titled 'My structure' and contains a 'Structure' section. On the left, a sidebar menu has 'Your profile' selected and highlighted with a red box. Below it are 'Submit a project' and 'Your records'. The 'Your profile' section is expanded to show 'Your structure', which is also highlighted with a red box. Under 'Your structure', there are sub-sections: 'Action perimeter', 'Administrative info', 'Additional info', and 'Submit my informations'. A blue button at the bottom of this section says 'Je sauvegarde mes informations'. The main content area displays a message from Decathlon Foundation and a form with fields for 'Email' (containing 'volontaire.test@la-guilde.org'), 'Password', and 'Password confirmation'. A 'Reinitialize password' button is at the bottom right.

**Note:** In some drop-down menus, you can select multiple fields.

## SUBMITTING A PROJECT

- Once you have created your association account [on the platform](#), you can log in to your space and click on “submit a project” at the top left.



- Next, you will see a list of available sessions for which you are eligible and for which you can submit a project by clicking on the button at the bottom right.
- Pay close attention to the project submission dates.

**Note:** If you are not eligible, you will not be able to click on the “Submit a project” tab. So, remember to update your profile and in particular the “**Scope of action**” tab of your profile.

# REMINDER OF KEY DATES AND ELIGIBILITY CRITERIA

## Key dates for the call for projects

- **Project Submission Phase:** from 7 November to 27 February 2025
  - **Project Assessment Phase:** from 28 February to 19 May 2025
    - **Result Announcement:** from 20 May 2025
    - **Release of funds:** from end of June 2025

- **Reminder of eligibility criteria**

Please take care, before submitting, to check the eligibility of your organisation and your project via the [call for projects regulations](#).

Do you have any questions or need support during the shortlisting period?

Get in touch:

[alexia.vanlaere@decathlon.com](mailto:alexia.vanlaere@decathlon.com)

# GENERAL INFORMATION

You will complete a project as “draft” status. This can then be examined by our panel once you have confirmed project submission. Do not forget to regularly save your data as you go!

The project submission portal is built around **15 steps**. Be sure to give yourself enough time (at least 1 month before the closing date to be comfortable) to complete all elements as you go. If you have a Drive document or similar, which is internal to your specific organisation, you can “copy and paste” the various elements into the corresponding boxes, but TAKE CARE as the panel examines submissions in order and must be clear from the outset what it is about. All important information must be included in the body of the text. Keep it simple, clear, concrete and precise.

For each of these steps, it is not about showing everything to be perfect, but instead showing that you have been able to identify the strengths and weaknesses of your project. Aim to be convincing and do not hesitate to develop points further.

**WARNING: Do not wait until the last day to upload your appendices and confirm your project submission, as the increased traffic on the website may cause some technical problems!**

We advise you to ask an external third-party to proofread your project to ensure it is clear before submission.

Do not forget to save your project submission regularly.

For any questions regarding project submissions, get in touch at: [alexia.vanlaere@decathlon.com](mailto:alexia.vanlaere@decathlon.com)



# COMPLETING THE PROJECT SUBMISSION FORM

- After clicking on the “Submit a project” button, you will be directed to the project submission form for the session. You will then need to fill in a series of tabs.

Introduction

1. Please review the call for [projects regulations](#).  
2. Download the [projet deposit tutorials](#).

For any questions related to the drafting of your project and the content of this file, contact us by email at: [alexia.vanlaere@decathlon.com](mailto:alexia.vanlaere@decathlon.com).

(Fields in "\*" are mandatory)

Project title \* :

Intervention field and thematic \* :

Please select a theme

Sports \* :

If your project uses sport as a lever for development, tick the sport(s) in question :

Select one or more sport themes

Continent and country of project \* :

Select a country

Project region \* :

Project localisation \* :

Project geolocalisation \* :

(ex : Paris, France)

City, Country

Check on Google Map

Project summary \* :

- Please complete all the required fields (marked with a red asterisk).
- Remember to click on the “Save my information” button at the bottom of each form before moving on to the next tab. Otherwise, your information will not be saved.

# ABOUT THE CALL FOR “SPORT FOR WOMEN’S EMPOWERMENT” PROJECTS

- **General introduction**

Through the « **Sport for women’s empowerment and gender equality** », the **Decathlon Foundation** and **La Guilde** join forces to empower women and girls, and promote gender equality. This call for projects aims to support concrete initiatives that enable women and girls to benefit from equitable access to health and well-being, develop essential life skills, and strengthen their knowledge of their rights.

It also aims to foster the active participation of women in leadership and governance, to facilitate their professional integration, as well as to promote access to entrepreneurship. Overall, these actions aim to strengthen women's capacity to be agents of change.

Sport will be at the heart of these initiatives. It will be used as a tool for social transformation and a lever to fight against inequalities, violence and gender stereotypes.

The programme « Sport for women’s empowerment and gender equality » provides grants of between **€5,000 and €20,000** and is aimed at all structures – [defined in Article 3 of the Rules](#) – in connection with a Decathlon employee, and located near a Decathlon site in the list of eligible countries:

- **Africa:** Algeria, Côte d’Ivoire, Egypt, Kenya, Morocco, Senegal, South Africa, Tunisia
- **North America:** Canada, United States (San Francisco)
- **Latin America:** Brazil, Chili, Colombia, Mexico
- **Asia:** China, Hong Kong, India, Indonesia, Israel, Japan, Malaysia, Philippines, Singapore, South Korea, Taiwan, Thailand, Turkey, Vietnam
- **Europe:** Austria, Belgium (and Luxemburg), Bulgaria, Croatia, Czech Republic, France, Germany, Greece, Hungary, Ireland, Italy, Lithuania and Baltic States, Netherlands, Poland, Portugal, United Kingdom, Romania, Serbia, Slovakia, Slovenia, Spain, Switzerland
- **Oceania:** Australia

## DETAILED GUIDE TO HELP YOU COMPLETE THE FORM

## STEP 1 : INTRODUCTION (1/15)

*(Fields in "\*" are mandatory)*

Project title \* :

Project summary \* :

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Summary of my project (example)

body p

Curriculum vitae du ou de la chef(fe) de projet \* :

*(Fichier au format jpg / jpeg / pdf / doc / docx - 1Mo maximum)*

➕ Ajouter un fichier

- **Project title:** Choose a title carefully to be hard-hitting and impactful; do not be too vague nor too long.
- **Project brief:** The project brief should be succinct and include the essential information present throughout your submission: where the project is taking place, what does it consist of (aims, activities, etc.), the target public, why is it necessary, etc. If your project is chosen, this section will be visible to the public so take care with syntax and spelling.
- **Project manager's professional resume:** This will show that the person in charge has all skills required to implement the project as planned. This is all the more important if particular skills are necessary such as medical skills, educational skills, sports abilities or others or if the person is going into the field in the capacity of an expert. The project leader should be capable of seeking support from competent individuals in the domain if s/he is not a subject specialist.

**Note:** When adding a file, you must click on the “upload” button in order for it to be imported into the platform.

Remember to click the button

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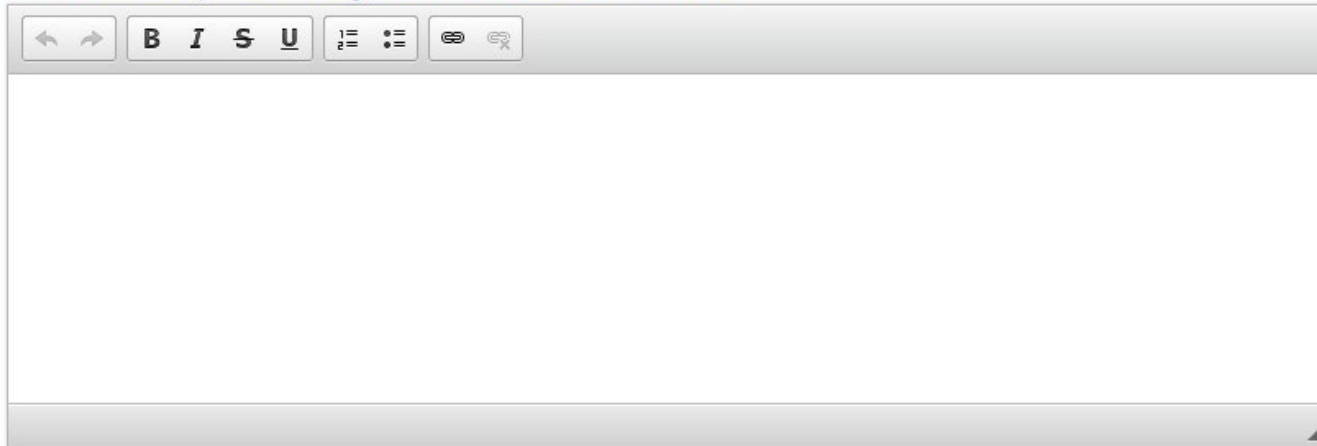
## STEP 2 : INITIAL SITUATION (2/15)

(Fields in "\*" are mandatory)

5

A diagnosis of the current situation experienced by women and/or girls in the target location(s) \* :

*What are the primary observations which have led you to submit this project? Could you please describe the vulnerable situations faced by women and girls? What effects do these entail ?*



- A diagnosis of the current situation experienced by women and/or girls in the target location(s)

This overview should answer several areas of concern: What are the main reasons for submitting this project? Can you describe the situations of vulnerability faced by women and girls? What are the consequences of these?

This enables the definition of a previous situation and to focus future initiatives with a view to meeting the requirements expressed by the beneficiary population. It should allow you to guide your definition of the changes which your project should bring about and in drawing up your aims.

Remember to click the button  Save my info at the bottom of each tab before moving on to the next tab.

## STEP 3 : SUSTAINABLE DEVELOPMENT GOALS (3/15)

*(Fields in "\*" are mandatory)*

Sustainable Development Goals \* :

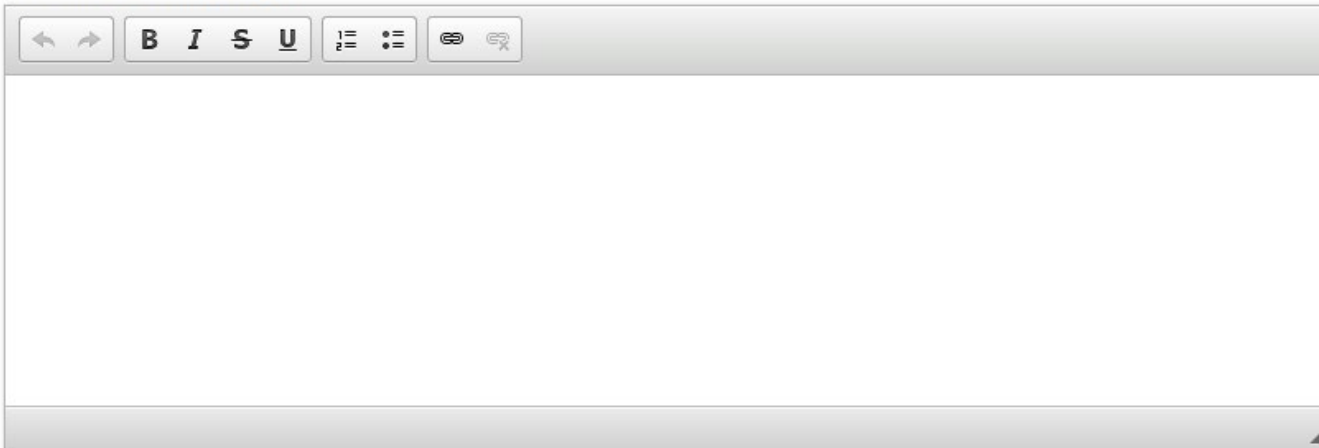
Please select the Sustainable Development Goals relevant to your project

In this section, please select the Sustainable Development Goal(s) which correspond to your project. For more information regarding the Sustainable Development Goals, please consult the dedicated section on the [United Nations Website](#).

Remember to click the button  Save my info at the bottom of each tab before moving on to the next tab.

## STEP 4 : LIFESTYLE CHANGES WHICH THE PROJECT AIMS TO BRING ABOUT (4/15)

What lifestyle changes/developments regarding empowerment of women and gender equality do you wish to help bring about thanks to this project ? \*



- What lifestyle changes/developments regarding empowerment of women and gender equality do you wish to help bring about thanks to this project ?

Here, we expect you to describe the changes which you hope to bring about through your project. These changes may occur at different levels, such as in the daily life of beneficiaries, in community dynamics, etc.

Remember to click the button  at the bottom of each tab before moving on to the next tab.

## STEP 4 : LIFESTYLE CHANGES WHICH THE PROJECT AIMS TO BRING ABOUT (4/15)

How and why will you use sport as a lever to achieve these changes/developments ? \*

← → **B** *I* **S** U ☰ ☱ 🔗

Educate in a sport	Educate using sport	Educate through sport
<p>Teaching or introducing an audience to a sporting discipline. This approach is often connected with a competitive rationale (tournaments, championships, etc.).</p> <p>An alternative that is less focussed on the idea of performance consists of designing a programme that facilitates access to recreational sporting practices.</p>	<p>Using sport to attract/mobilise an audience in order to offer them an educational service (educational or scholastic support) or awareness raising campaigns on particular issues (social, health-related, environmental, etc.).</p> <p>One option would be to introduce and run spaces for reflexivity in parallel to the sporting activity to address behavioural knowledge or concepts.</p>	<p>Adapting the content and aims of physical and sporting activities to support the acquisition of life skills. This model adopts a holistic approach to an individual's educational needs and their development.</p> <p>This approach frequently leads to a multi-disciplinary approach based on other disciplines or expertise (psychology, education sciences, etc.)</p>
Inclusion in sport	Inclusion using sport	Inclusion through sport
<p>Adapting the content and format of the sporting activity to an audience that has difficulties accessing the practice (performance-based or recreational rationale).</p> <p>In this case, the key indicators are the level of participation and participant diversity.</p>	<p>Using sporting practice to mobilise an audience with specific needs and proposing social services to a group.</p> <p>In this case, a temporary or permanent participant homogeneity may be a legitimate indicator.</p>	<p>Implementing a didactic and pedagogic approach to practicing a sport with an inclusive rationale.</p> <p>In this case, the activities are used to promote the power to act of groups of persons impacted and/or affected by stereotypes or discrimination.</p>

- How and why will you use sport as a lever to achieve these changes/developments ?

Here, you should explain how you will use sport to achieve change. For example, you can use the table opposite, which lists several approaches. Examples of sessions can be included as an annex.

Remember to click the button

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at the bottom of each tab before moving on to the next tab.



## STEP 5 : DECATHLON TEAMMATES (5/15)

(Fields in "\*" are mandatory)

### PROJECT LEADER DECATHLON TEAMMATES (regularly involved)

*It is important to have at least one employee involved per project and to engage your teams as much as possible to avoid the burden of the project landing on one person's shoulders alone.*

Last name \* :

First name \* :

Decathlon site \* :

Professional post \* :

Amount of time with Decathlon \* :

E-mail \* :

Telephone \* :

Why are you keen to be involved ? \* :

Speak with your heart, draw links to things that hold meaning for you in particular. Discuss your individual commitment and why the cause has meaning to you.

Rich text editor toolbar with icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink.

This whole section is reserved for the Decathlon teammates involved in the project. Therefore, it is the Decathlon teammates who must answer these questions.

These questions allow us to get to know you better, and understand your history of action and your connection to the association.

Remember to click the button

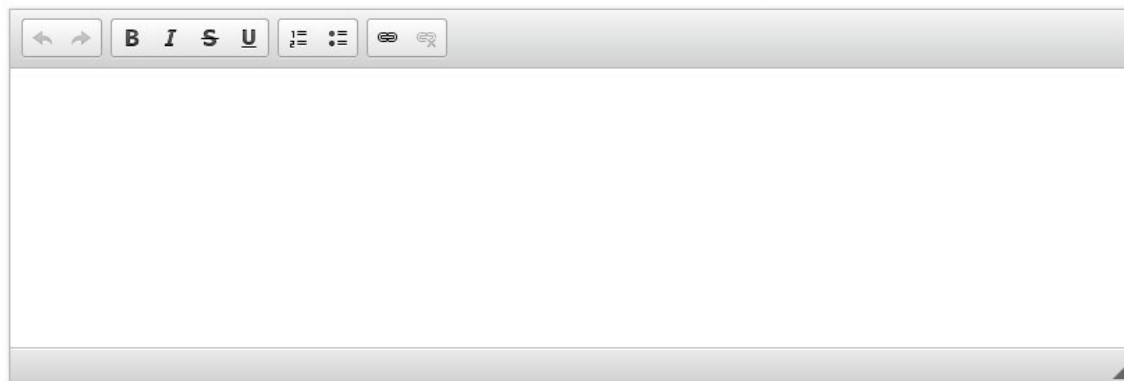
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## STEP 6 : STAKEHOLDERS (6/15)

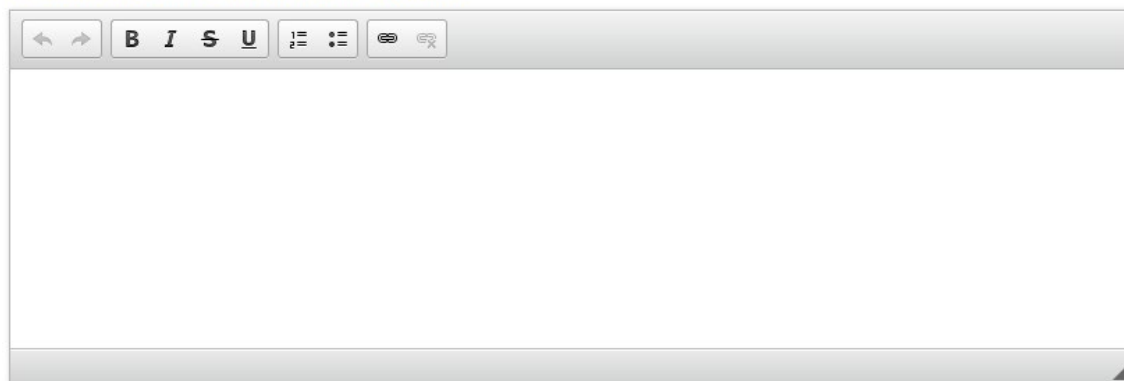
For smooth running of the project, who are the stakeholders you have identified as being important to help with engagement ? \*

Associations, schools, institutions, local authorities and town halls, volunteers, other partners, etc.



How will these stakeholders be involved ? \*

You may also wish to make their involvement official by way of a partnership agreement or letter of engagement, which can be attached under the "appendices" tab (optional)



An actor or actress may be included in the project if they have the potential to be an 'agent of change', or, conversely, if they represent an obstacle to the desired changes. In this case, they can be included in the project in order to support them so that they ultimately contribute to our ambitions for change.

Here, you are invited to describe your target groups.

- **For smooth running of the project, who are the stakeholders you have identified as being important to help with engagement ?**

Associations, schools, institutions, town halls, local authorities, volunteers, various partners, etc.

- **How will these stakeholders be involved?\***

Do not forget to formalise their involvement in a partnership agreement or a letter of commitment, which you can add in the "annexes" section (optional)

Remember to click the button  Save my info at the bottom of each tab before moving on to the next tab.

## STEP 7 : BENEFICIARIES (7/15)

What is the nature of the direct beneficiaries ? \*

Gender, age, socio-cultural, economic and family characteristics, etc.

A text input field with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The field is currently empty.

What are the selection criteria for direct beneficiaries ? \*

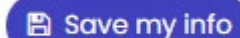
A text input field with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The field is currently empty.

Will men and boys be included and/or involved in your project? Explain \* :

A text input field with a toolbar at the top containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The field is currently empty.

- **Nature of direct beneficiaries:** In this section, please provide more information concerning the people who directly benefit from project implementation (gender, age, socio-cultural characteristics, economic, family information, etc.).
- **Selection criteria for direct beneficiaries:** Please indicate the process by which beneficiaries are chosen. Remember that in some instances selection may be passive, due to geographical distance, health conditions, etc.
- **Will men and boys be included and/or involved in your project? Please explain:** Projects should target women and young girls as a priority, without neglecting the importance of men and young boys in women's empowerment. What role do men and young boys play in the project?

Remember to click the button

 Save my info

at the bottom of each tab before moving on to the next tab.

## STEP 8 : ADDITIONAL QUESTIONS (8/15)

These questions are given as a guide. The figure indicated will not be taken into account in examination nor shortlisting, with priority being granted to both qualitative and quantitative details.

% of women amongst the project's direct beneficiaries ? \* :

% of women amongst the structure's governing body ? \* :


% of women amongst the on the field animation team (employees and volunteers) ? \* :

% of handicaped people amongst the project's direct beneficiaries ? \* :

These questions are given as a guide. The figure indicated will not be taken into account in examination nor shortlisting, with priority being granted to both qualitative and quantitative details.

Enter the percentages, or if that is not possible, the estimated percentages.

Remember to click the button

 Save my info

at the bottom of each tab before moving on to the next tab.

## STEP 9 : PROJECT METHODOLOGY (9/15)

You must download **the Excel file**, complete it, save it, and rename it (logicalframework\_nameoforganization.xls), then upload it to the platform.

- Download the template table for the project intervention rational and use the questions to guide you through its completion.

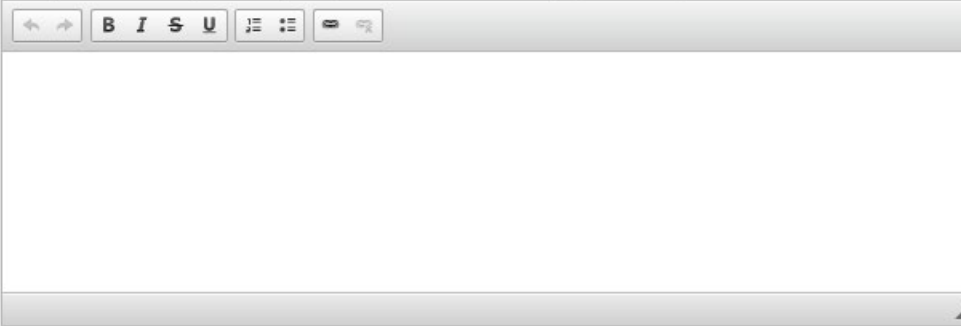
In the table, you will find texts in italics. These texts are provided as examples. Please delete them and add your own information.

**Note:** When adding a file, you must click on the “upload” button in order for it to be imported into the platform.

Remember to click the button  Save my info at the bottom of each tab before moving on to the next tab.

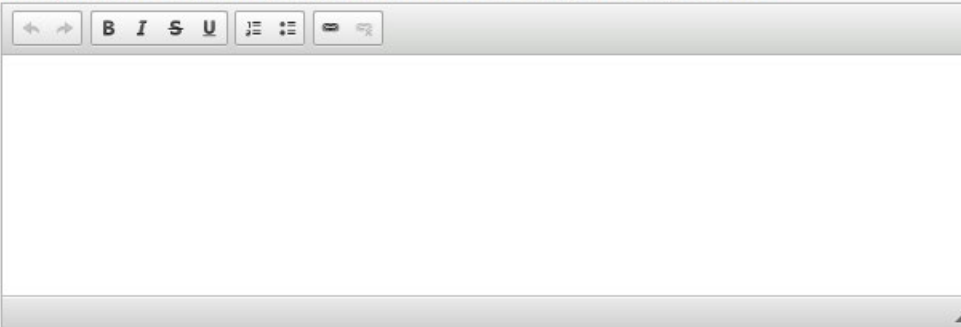
## STEP 10 : PROJECT GOVERNANCE (10/15)

Could you describe the quantitative participation of women within the project's steering committee ? \*



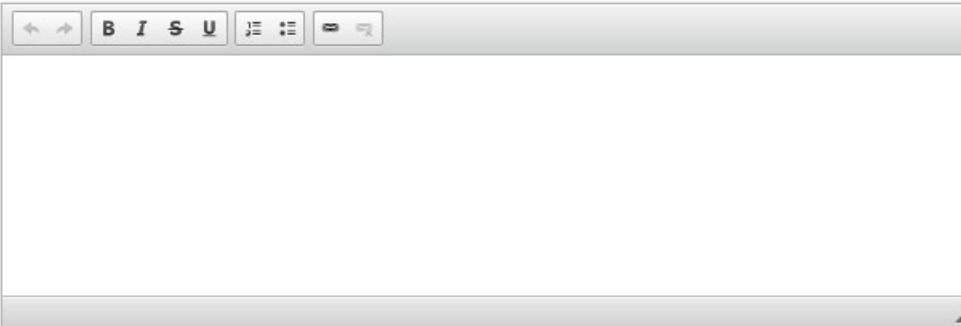
A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main area is empty.

Could you describe the qualitative participation of women within the project's steering committee? \*



A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main area is empty.

Does this project bring about actual change in the usual governance practices of your association's projects ?  
For example: a gender-equal steering committee is set up, more women have access to management positions, a mixed-gender student committee is created, etc.



A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main area is empty.

- Could you describe the quantitative participation of women within the project's steering committee ?

You may, for instance, provide figures regarding the number of female members of the project steering committee in relation to the total number of members.

- Could you describe the qualitative participation of women within the project's steering committee?

Beyond the figures, how are men and women involved within project management and implementation in more detail?

- Does this project bring about actual change in the usual governance practices of your association's projects ?

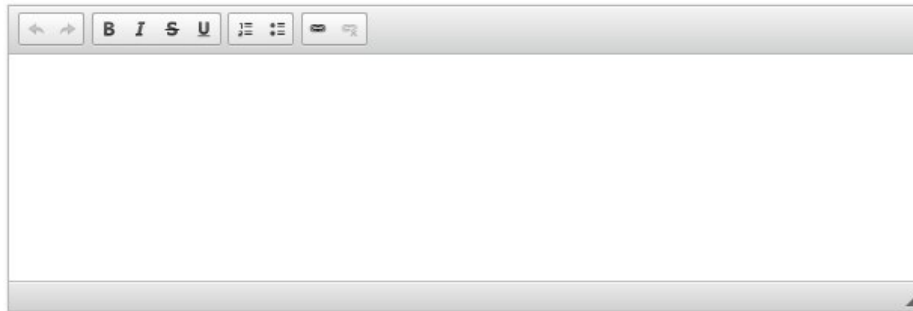
Is the project innovative, does it offer new approaches and methodologies in terms of governance? Does the project bring about significant changes in the way in which decisions are taken?

Remember to click the button  at the bottom of each tab before moving on to the next tab.

## STEP 11 : SUSTAINABILITY (11/15)

How does the project encourage continuity beyond the 12-month period ? \*

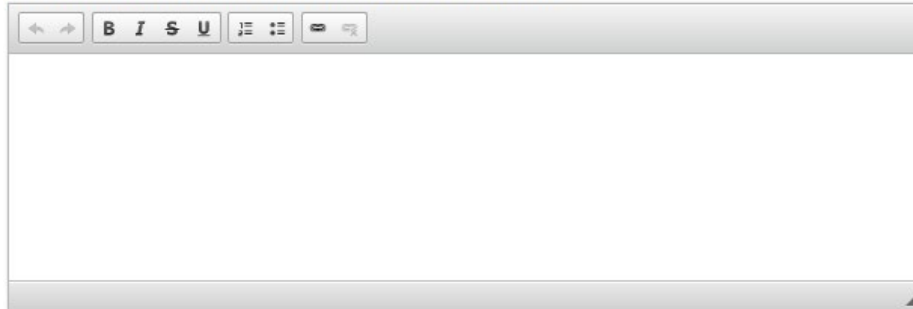
Who are the stakeholders, what are the resources used, etc.



A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main text area is empty.

Economic viability

Does your project make provision for activities aimed at generating revenue which may contribute towards viability of the project, once funding from the Decathlon Foundation has been exhausted ? \*

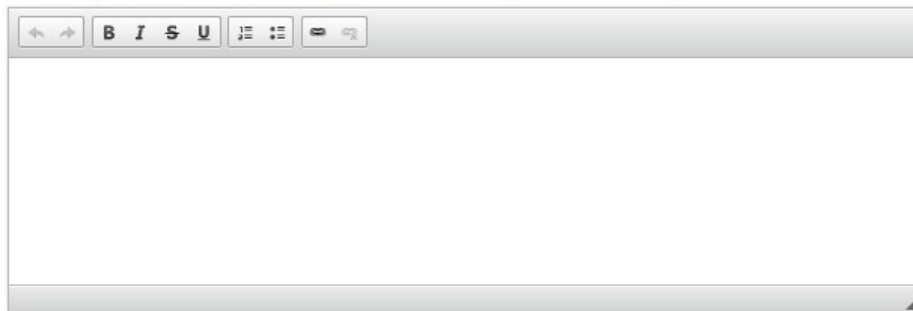


A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main text area is empty.

Social and cultural viability

What will you implement to adapt the project to the population and ensure that people take ownership of the project ? \*

Illustrate that the project respects local customs and habits, beliefs and established hierarchies before your arrival. Please ensure that you include families, communities, district leaders or religious leaders where applicable.



A text editor interface with a toolbar containing icons for undo, redo, bold, italic, strikethrough, underline, bulleted list, numbered list, link, and unlink. The main text area is empty.

- **How does the project encourage continuity beyond 12 months?**  
Describe the actors and actresses involved beyond this period, and how they will be able to ensure the sustainability of a particular activity or meet particular operating costs.
- **Economic viability:** How will the running and maintenance costs be covered locally in the medium and long term? (Beneficiary contribution, State involvement, Income Generating Activity, etc.). Describe any income-generating activities you are planning and include them in your budget!
- **Social and cultural viability:** Will the project be accepted by the population? Will the population be able to appropriate it? Explain what you have done to adapt the project to the population, and demonstrate that it respects the local habits, customs, traditions, beliefs and hierarchies established before your arrival.

Remember to click the button

 Save my info

at the bottom of each tab before moving on to the next tab.

## STEP 12 : BUDGET (12/15)

Download the project deposit tutorials for the program Sport for women's empowerment (lien à ajouter)  
We advise you to thoroughly review the project deposit tutorial before the submission of your budget.  
You must download the Excel file (budget.xls) from the platform, fill it (English version), save it, rename it (budget\_nameofthestructure.xls) and then upload it.  
Use of own funds: you must add a letter of attestation on the honour of own funds. ([Download the sample letter of attestation on the honor of own funds](#)). Upload it in the Appendices section. Elisa si tu peux importer le doc Word en PJ dans portail solidaire et mettre le bon lien)

### 1 - Budget template

Please download the budget template

### 2 - Your budget \* :

(File(s) in xls(x) / csv / pdf / doc(x) / jpg / jpeg / png / odt / ppt(x) - 5Mo maximum)

[Add your budget >](#)

Project's total amount excluding contribution-in-kind (in €)

Project's total amount including contribution-in-kind (in €)

Amount requested from « La Guilde x Decathlon Foundation » \*

You can download the [Excel file](#) (budget.xls), complete it (FR version), save and rename the file (budget\_strcturename.xls), before submitting on the platform. The budget is one of the first elements to be assessed by the panel. First of all, please pay attention to the disqualifying criteria:

1. The budget must be balanced: the “total expenses excluding valuations” and “total resources excluding valuations” must be equal. This is also the case for totals “including valuations”.
2. Decathlon Foundation awards between €5,000 and €20,000 per projet. Do not indicate the total outside of these limits on this funding line.
3. The forecasted budget should separate valuations from the monetary value of the budget. The involvement of volunteers or donations in kind should be indicated under the “Valuations” section.
4. Most of the resources requested from the Decathlon Foundation must be directly related to the implementation of the submitted project. Operational costs are eligible, but can only represent a small portion of the funding request. The operational costs for which you are requesting Decathlon Foundation support must be covered in the future.

Remember to click the button

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at the bottom of each tab before moving on to the next tab.



## STEP 12 : BUDGET (12/15)

Other elements should be taken into account concerning the budget:

- What is included in the budget must have been previously indicated in the activities, the panel should not discover any new information.
- The budget should be completed in the form provided respecting the format and the eligible expenses for the “Sport for women’s empowerment” programme (first column) and the total expenses (second column). You can insert more lines under each section. Be sure to provide as much detail as possible. Take care not to over simplify things as the panel must be able to understand where the figures come from.
- Funding provided through this programme is not backdated, but you can outline all expenses incurred as part of the project activities. Please note that budget entries will not be assigned against presentation of supporting documents.
- The balance between various items of expenditure is important.
- The majority of the budget must cover project investment in situ and its completion.
- Do not forget to calculate all percentages (in expenses and resources).

## STEP 12 : BUDGET (12/15)

### Supporting documents:

- Use of own funding: you should add a sworn statement of the own funds provided by your association (template available on line). Add the sworn statement as an appendix.
- Private and public funding providers: For each resource declared as “confirmed”, you should provide supporting documentation as an appendix.
- **Accepted forms of supporting documents are the following:** A letter from the funding provider on letterheaded paper; Signed convention; Certificate of payment of funds signed by the funding provider; Bank statement on which the payment is indicated (name of funding provider should be visible); Notice of payment of funds by the bank and/or funding provider; Email from the funding provider with total (the sender and recipient email addresses must be visible).

Calculation Methods: For each budget entry, the panel must be able to understand where the figure comes from. If you have a quote, indicate “Quote” in the “calculation method” box and add the quote as an appendix. If it is an estimate, please outline how you reached this estimate: for instance: €5 x 30 days x 10 people (€1,500) If you want to provide more details regarding your cost estimates, you can add an explanatory document as an appendix.

Valuations correspond to non-monetary assets which are part of your project: what is provided or lent free of charge (land, labour, equipment donated, etc.). Evaluate the price which this would have cost and enter these amounts on the right and left of the table. The total amount of valuations will show the involvement of partners in your project in both instances

## STEP 13 : APPENDICES (13/15)

*(File(s) in pdf / doc(x) / xls(x) / odt / csv / ppt(x) / jpg / png / gif format - 5Mo maximum)*

 Add files

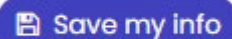
This section allows you to include all supporting documentation pertaining to your project. You can include the following (as appropriate):

- Quotes for the most significant expenses
- Proof of resources and funding provided by other funding providers
- Architectural plans for buildings or premises
- The certificate of land ownership and/or certificate of provision of land for your project
- A more detailed budget
- The CV, qualifications, certificates (or any other means of proof) of the people involved in the project and in contact with the beneficiaries
- Any document which certifies that the project is accepted by the authorities (application with the local town hall, etc.)
- Summaries or assessments for previous projects
- Exploratory assignment reports (diagnostics, feasibility studies, market surveys, hydrological surveys, etc.)
- A chronological diagramme, logical framework
- A training plan with explanation of all modules (where this forms part of project activities).
- And any other document deemed necessary

Number and indicate clear titles for all appendices. In the text, you can also provide a reference: “cf. appendix no....”.

Take care not to overburden the panel with excessive amounts of appendices. There should be a limited quantity (up to 15 at most), useful for a clearer understanding of the project. You can include your project brief drafted in-house. However, all information useful to the panel should be clearly presented in the online application.

Remember to click the button

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at the bottom of each tab before moving on to the next tab.

## STEP 14 : PHOTOS AND VIDEOS (14/15)

### Photos \* :

*(Files in jpg / gif / png format - 5Mo maximum)*

+ Add photos

### Vidéo \*

We would like to ask that you please share a video of around 2 minutes in which you present your project and its environment. Be sure to stay authentic, it is a way for us to meet you for the first time (Decathlon teammates, the association, etc.).

*(Files in avi / mp4 format - 20Mo maximum)*

+ Add a video

It is always easier to present a project using visual media. You can, therefore, include photos of a previous project, the setting in which the project will take place, etc. However, photographs must be relevant and help with better understanding of the project. We also ask you to make and upload a video that will enable us to understand the project and its environment. Be yourself, this is a way for us to meet you for the first time (Decathlon Teammates, the association, etc...).

You must upload at least one photo and one video to confirm your project submission.

**Do not add more than 10 photos.**

Remember to click the button  Save my info at the bottom of each tab before moving on to the next tab.

## STEP 15 : CONFIRM YOUR SUBMISSION (15/15)

The confirmation of your project submission will put your file in the status "under study". It will not be modifiable anymore.

I hereby certify that all information included in the attached documents is correct.

I am aware of the civil and criminal sanctions incorrect in the event of forgery and use of forgeries. Issued for all intents and purposes.

I hereby confirm to have read and accept the [Rules La Guilde x Fondation Decathlon](#) .

I hereby authorise the Decathlon Foundation and La Guilde to use all photos and videos concerning my project.

I additionally undertake to raise awareness and support project teams so as each stakeholder is aware of the importance of these challenges and undertakes to prevent any form of abuse, harassment or violence in the framework of the project, as well as the wider activities of the association.

I additionally undertake to raise awareness and support project teams so as each stakeholder is aware of the importance of these challenges and undertakes to prevent any form of abuse, harassment or violence in the framework of the project, as well as the wider activities of the association.

As Project Director, I am responsible for this undertaking on behalf of the association and all persons involved. If any situation involving failure to respect the rights of beneficiaries or any case of violence is notified to me, I undertake to adopt immediate and appropriate measures to manage the situation, informing the persons concerned and ensuring any necessary supervision to guarantee a safe working environment for everyone.

As President of the Association, I undertake to support these efforts and guarantee the implementation of remedial measures as appropriate to ensure the protection of beneficiaries.

I confirm my project deposit

Throughout your project submission process, you can temporarily save your submission to return at a later date. Once all elements are complete, be sure to:

- Check there are no inconsistencies (different information across different pages)
- Ask an external third-party to proofread the submission
- Check that the choice of the call for projects and session is suitable
- Check that the email addresses of your organisation and/or project leader(s) are correct and that these people are contactable and available during the submission assessment phase
- Confirm your final submission.

You will receive a response by no later than 2 months after the final project submission deadline. You can now export, download and print your entire project submission from your organisation's portal.

## GET IN TOUCH

The Decathlon Foundation is available to provide any support you may need.

For any queries about how to draft your project and the content of your submission, please send us an email at: [alexia.vanlaere@decathlon.com](mailto:alexia.vanlaere@decathlon.com)