

Introduction to Grants Management at the King Baudouin Foundation: Implementing an Integrated Multilingual System



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Overview of King Baudouin Foundation (KBF)

Type: Public benefit foundation

Established: 1976

Location: Brussels, Belgium

Number of staff: 60

Mission: Helping to improve people's living conditions

Supported languages: French, Dutch, German, English

Grant programs (aka projects) per year: ~150

Applications received annually: 7500

Applications reviewed annually by external juries: 30000

Budget: 40 million Euros - 87% are allocated to projects

30% European - International

Funding sources: National lottery grant, KBF capital, donations from individuals, associations and companies



KBF Program Themes and Scope

Themes

- o **Migration and a multicultural society** - promoting integration and a multicultural society in Belgium and Europe
- o **Poverty & social justice** - identifying new forms of social injustice and poverty; supporting projects that build greater solidarity between the generations
- o **Civil society & voluntary work** - encouraging social commitment; promoting democratic values among young people; supporting neighborhood and local projects
- o **Health** - promoting a healthy way of life; helping to build an accessible and socially acceptable healthcare system
- o **Philanthropy** - helping to make philanthropy more efficient in Belgium and Europe
- o **The Balkans** - protecting the rights of minorities and the victims of human trafficking; setting up a visa system for students
- o **Central Africa** - supporting projects in the field of AIDS prevention and offering guidance to AIDS patients



Our Scope of Action

- o **Belgium** with attention for communities and regions
- o **International focus** on (South-East) Europe and transatlantic relations

KBF Grantmaking Operations Pre-2005

- Decentralized operation for each program area
- No standards or consistency in data entry, formatting or information collected
- Redundant data entry and high level of duplicate information in thousands of files
- Manual labor intensive operation to produce language specific versions of all correspondence and meting materials in Dutch, French, German and English.
- No common foundation-wide networked database
- Very limited searching and reporting capability
- Unable to get the “big picture” of the foundation’s operation



2300 FileMaker Grant Databases Pre-2005

The image displays three overlapping windows of FileMaker Pro, each showing a different database record. The windows are titled as follows:

- FileMaker Pro - [AB - Adresses communes et CPAS.FP3]**: Shows a record for 'MODAVE' with postal number '4577' and province 'Liège' selected. A red box highlights the 'College van burgemeester en schepenen' section, which includes fields for 'titel brief CBS', 'titel etiket CBS', 'tussenvoegsel CBS', 'straat en nummer CBS', 'naam en voornaam secretaris gemeente', and 'e-mail secretaris gemeente'.
- FileMaker Pro - [AV - adres kerkfabrieken Vlaanderen.FP3]**: Shows a record for 'Antwerpen' with 'naam KF' 'Sint-Margaretha' and 'straat KF' 'Koningin Astridlaan'.
- FileMaker Pro - [DD - Cpas w-bxl.fp3]**: Shows a record for 'Centre Public d'Aide Sociale de Nassogne' with 'adresse' 'rue des Alliés 46' and 'Code postal' '6953'.

Key System Requirements

- Implement a single integrated foundation-wide grants management system
- Manage all contacts, applications, grants, payments, documents
- Simple and easy to use
- Maximum use of commercial packages – don't reinvent the wheel
- Adapt and minimize customizations
- Establish and maintain standards
- Minimize data-input, maximize the re-use of data
- Don't have to use every feature of the tool
- Focus on process-oriented work and modify operations as needed
- Compatibility with Microsoft standards and applications
- In-house system, not a hosted solution
- Multilingual (Dutch, French, German and English) externally and English internally



KBF's Special Multilingual Requirements



Multilingual in French, Dutch, German and English

- o Database fully supports data in all four language character sets
- o Mailmerge correspondence automatically selects and produces language specific e-mail messages and printed correspondence in the contact's preferred language
- o Handles titles in all languages
- o Handles mailing addresses in all languages

KBF Hardware and Software Standards

- Standardized on Microsoft Office 2003
- Established standard workstation configuration
 - 60 - Hewlett Packard desktop computers
 - Microsoft Windows XP operating system
 - Multilingual support of French, Dutch, German and English
- Established standard server configuration
 - Windows Server 2003
 - Microsoft SQL Server 2000
- Provided secure remote access to KBF systems
 - Microsoft Windows Terminal Server



Reviewed Foundation Operations, IT Systems and Made Recommendations

King Baudouin Foundation Information System Questionnaire v2.0

Organization: KBF – King Baudouin Foundation Contact person: Marc Waelder Draicht Title: IT-architect
 Phone: +32-2-611 88 40 Fax: +32-2-611 02 21 E-mail: V.waelderdraicht.M@kbf.be
Marc.waelderdraicht@supplif.com www.kbf.be

Question	Response
A. Operational Overview	
1. Please describe the focus of your organization's grantmaking operations. (Please use abstract descriptions (processes or Web list)	www.kbf.be
2. Number of Board meetings annually	Weekly meeting What about the Board of Governors, the Finance Committee and the Council? What input are they provided with? What level of detail? ... <input type="checkbox"/> To discuss with team
3. Size of Board membership	5
4. What board materials are provided to board members prior to their meetings?	See process
5. Minimum amount of grants that go to your Board for approval	
6. Fiscal year beginning date	1/1
7. Are all grants made in Euros? Is there a current or future need to track the value of grants in other currencies? If so, which currencies?	A: Euros only. <input checked="" type="checkbox"/> To verify B: Yes Which different currencies? Specifically how is this to be tracked? Is this just a mere field that the grant was for € 1000 which at the time of the grant = \$1000. What if the exchange rate changes by the time that all payments are made? How is this adjusted?
8. How do you see track the foundation's operating budget and expenses? Will the grants management system be used for this purpose?	C: US Dollars. <input type="checkbox"/> Only in US Dollars too, or also other currencies? A: Using the accounting software B: Yes
9. List all of your sources of funding	Governance Companies Private persons <input checked="" type="checkbox"/> To discuss with team Does KBF report to any of these individuals concerning the project and grants that they support? If so, how often and in what format, what level of detail? Is this something more than publishing the KBF Annual Report?
10. List all currently funded grantmaking programs	See website
11. List all currently funded operating programs	See website
12. List all currently funded technical assistance programs	See website
13. List all currently funded training programs	See website
14. List all other currently funded programs	See website
15. Please describe any additional programs that are likely to be supported in the foreseeable future.	<input checked="" type="checkbox"/> To discuss with team
16. Do you do "re-granting" (i.e. receive monies from other organizations and then make grants with those monies)?	Yes, often

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KBF Integrated Grants Management Systems Recommendations and Key Issues

23 February 2005

Key Recommendations

1. Establish a new role, recruit and train staff members to serve as the KBF Grants Managers:

- To be responsible for the overall configuration and ongoing operation of the new grants management system.
- To establish and lead an ongoing team to review system operation and to make process and technology recommendations (process improvements, quality, accuracy, completeness,....) as appropriate.
- Establish a grants manager and an assistant/back-up grants manager position.
- Ensure that the Grants Manager and the assistant/back-up are provided with all required professional development so that they can develop all of the necessary skills and expertise to succeed in these important new jobs.

NOTE: See the attached job description.

KBF installed the Grant Making Team – GMT. Karin Lippert became the team leader. Guido Knops is the managing director. We still need to identify a backup. There was:

- general training Q4 2005,
- a specific training begin Feb. 2006
- coaching program Q1 2006

for the team & the team leader & managing director.

Guido Knops is the process owner and Pascale Crikemans became responsible for the process-documentation and the coaching of the 4 key resources. These persons are in their turn responsible for all the project teams.

2. Standardize system workflow, operational procedures, terminology and data formats to include but not be limited to:

- Develop, document, disseminate, teach staff to use, and then provide ongoing monitoring of KBF-standard workflow, operational procedures, terminology and data formats

Documentation is in place and Pascale is responsible for further maintenance.

Operational documentation is in place and ICT-operations is responsible for further maintenance.

Teaching took place Q4 2006. However teaching is not enough. We will use the SDK to establish a better and structural monitoring.

Established Prioritized System Requirements

King Baudouin Foundation Integrated Grants Management System Specifications - v8.0				
Function	Description	Required or Desired 5=high 1=low	Vendor Response	
LEGEND: Blue =Required attachment D In left column = Will be required in system demonstration				
User Interface				
D	Ease-of-use	Windows or Web graphic user interface that has uncluttered screens, facilitates navigation, and functions consistently with other supported Windows applications.	Required	
D	Full screen display	All screen displays (except pop-up windows) will display full screen regardless of the monitor size and display resolution. Text elements will be designed to fill the screen to make optimal use of display space regardless of screen resolution.	Required	
D	Keyboard Support	Full support of the Belgium standard keyboard	Required	
D	Dynamic user interface	Dynamic user interface that displays only those functions and capabilities that users have the rights to access.	5	
D	Custom designed screens for quick entry	Ability to customize screens by hiding/removing unused fields, to make them required, to customize labels, and to rearrange fields.	5	
D	Supervisor view	Ability for a supervisor to see the status of all application and grants assigned to selected staff	5	
	Windows NT/2000/XP workstation	Fully compliant with Microsoft's Windows NT/2000/XP workstation Common User Access (CUA) interface standard.	5	
	Context sensitive online help	Online help that describes the capabilities of the system. Includes a searchable index.	5	
	Web interface	The application is Web enabled and is fully accessible and functional via a supported Web browser.	5	
	Windows interface	The application is fully accessible and functional via a Microsoft Windows interface.	4	
	Personalized view by user group	Each type of user can be provided with a default startup view that specifies what data is presented and how it is sorted. The presentation of data can be filtered to display only those tasks that are the responsibility of the user. The user can change this at any time.	4	
	Customized user interface	Button bars and pull-down menus that can be customized by the system administrator for individual users and/or groups. Permit adding buttons to launch external applications (e.g. word processor,	4	

We Asked Vendors 10 Key Questions

1. Commercial off the shelf (COTS) vs. one-of-a-kind custom system?
2. How many international foundation clients do they have like us?
3. Is the product available and supported by a European company or distributor?
4. How many full time staff support foundations in Europe?
5. Does the company have experience, expertise and a long-term focus on foundation systems?
6. What is their financial strength and likelihood of long term success in this market?
7. What is the level of integration with Microsoft Office, e-mail, Web and accounting systems.
8. How much do they invest in ongoing system development?
9. Is there quality training and support available in Europe?
10. What do existing clients have to say about your products and services?



Grants Management Systems that KBF Considered and Invited to Respond to the Request for Proposal

Arlington Group – Easygrants (USA)

AK Consultancies (UK)

Bamboo Solutions - Grant Trak
(USA – Swedish parent company)

Bromelkamp – Pearl (USA)

Collaborative Standards – (USA)

Eastisoft (Bulgaria)

KinderFonds (Germany)

MicroEdge/Buzzacott – GIFTS (USA & UK)

Serenic – Navision (Canada)

SystemGruppe (Germany)

Community Foundation Network (UK)



Why KBF Selected MicroEdge/Buzzacott GIFTS

Established company. MicroEdge founded in 1985. First Windows based grants management system worldwide.



Financial strength. A successful public company traded on the USA NASDAQ stock exchange.

Large number of users worldwide. Over 2200 philanthropic organizations use MicroEdge products.

BUZZACOTT

International experience and reach. 195 foundation clients in 24 countries outside of the USA. Buzzacott is based in London.

Large development and support staff. MicroEdge has 110 full-time staff in the USA and Buzzacott with 8 in the UK supporting Europe.

System capabilities. GIFTS met all of KBF's key requirements with strong capability for adaptation. Excellent documentation.

Language support. English is the language used by foundation staff. GIFTS data can be stored in all languages with Latin character sets.

Scalability and reliability. Track record of supporting high volumes of transactions using Microsoft SQL Server database.

Interoperability. Seamless integration with Microsoft Office. Availability of link to accounting packages and available Software Developer Kit (SDK).



KBF's Grants Management Team (GMT)



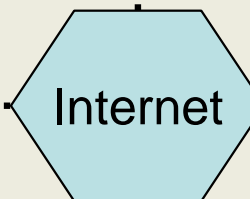
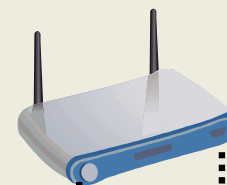
KBF's Network

File Server

GIFTS SQL
Database Server*

Windows
Terminal Server
(Secure Remote Access)

Firewall router



60 Workstations

Network Printers

Home Office
Computers

* Only new hardware required to run GIFTS

MicroEdge GIFTS Integrated Grants Management System Tour



GIFTS Grants Management - NOW

MicroEdge GIFTS - Organizer

File Edit Action View Quick Options Help

Get Grant Applications (1016 items)

Payments		Requirements		Documents		Reviews	
Organizations		Requests		Affiliations		Contacts	
ID/Ref	Disposition	Type/Status	Organization	Req/Granted	Project Title	Fund/Program	Audit
1000 2006-S30140-002	Approved 25/04/2006 Start: 25/04/2006 End: 25/04/2009 (BG)	Grant Application 05 Ready for contract	Confidential	Original: 300.000,00 € Grant: 100.000,00 € Paid: 0,00 € Bal.: 100.000,00 € Term: 36 Months	Kinderen van Ouders met een Psychiatrische Problematiek: Ondersteuning en Preventie		Created: 25/04/2006 by CT Changed: 4/05/2006 by MVDB-ADMIN
581 2006.01.R1047.B0	Approved 7/03/2006 Start: 7/03/2006 End: 7/03/2007 (CA)	Grant Application		Grant: 980,00 € Paid: 0,00 € Bal.: 980,00 € Term: 12 Months	Message de Yaguine et Fodé (Fonds)		Created: 7/03/2006 by CA Changed: 28/03/2006 by IC
848 2006-R10740-001	Approved 28/03/2006 Start: 1/04/2006 End: 1/12/2006 (FL)	Grant Application 06 Ready for signing contract		Grant: 6.500,00 € Paid: 0,00 € Bal.: 6.500,00 € Term: 12 Months			Created: 28/03/2006 by CT Changed: 19/05/2006 by KL-ADMIN
971 2006-R1014-001	Approved 12/04/2006 Start: 12/04/2006 End: 31/12/2006 (DA)	Grant Application 06 Ready for signing contract		Grant: 5.452,00 € Paid: 0,00 € Bal.: 5.452,00 € Term: 12 Months	Compétition de natation Special Olympics		Created: 12/04/2006 by CT Changed: 19/05/2006 by KL-ADMIN
1178 2006-R50110-004	Approved 11/10/2005 Start: 11/10/2005 End: 11/10/2006 (VB)	Grant Application 06 Ready for signing contract		Grant: 10.000,00 € Paid: 0,00 € Bal.: 10.000,00 € Term: 12 Months	Gezinsvakantie		Created: 18/05/2006 by KL Changed: 19/05/2006 by KL-ADMIN
1119 2006-R10860-001	Approved 15/05/2006 Start: 15/05/2006 End: 15/05/2007 (IC)	Grant Application 06 Ready for signing contract		Grant: 20.000,00 € Paid: 0,00 € Bal.: 20.000,00 € Term: 12 Months	Multicenter study on the anti-leukemic activity of donor Natural Killer cell KIR genes in hematopoietic stem cell transplantation		Created: 15/05/2006 by KL Changed: 19/05/2006 by KL-ADMIN
978 2006-K105	Declined 21/02/2006 (VV)	Grant Application 92 Jury declination		5.000,00 €	Natura, l'éco-roulotte		Created: 13/04/2006 by CT Changed: 24/05/2006 by CT
1102 2006-R1082	Declined 18/05/2006 (ADB)	Grant Application 90 Immediate declination after admission		3.900,00 €	Restauration d'un ange de l'église Saint-Jean l'Evangéliste de Liège		Created: 11/05/2006 by CT Changed: 24/05/2006 by CT
1082	Declined	Grant Application		6.500,00 €	Restauration d'un ange de la		Created: 10/05/2006 by CT

Explore the Organization

Organization [King Baudouin Foundation (29041)]

File Action Help

Save and Close Alert... Send Letter...

Organization Tax Status Background Wire Transfer Coding Affiliations Subsidiaries Dutch French German Web

Background (F3 =

a.k.a. KBS - FRB- KBF - Koning Boudewijnstichting - Fondation Roi Bau Vendor No. 3984

Sort As Annual Budget 0,00 €

United Way

a.k.a. = all synonyms (in all languages) + abbreviations

All currency is in Euros

Request Coding Taxonomy

The screenshot shows a software application window titled "Request [54]". The main window has a menu bar with "File", "Action", and "Help". Below the menu bar are buttons for "Save and Close" and "Send Letter...". The main content area is divided into several sections:

- Internal Program**
 - R Funds & Philanthropy
 - Domains of action
 - Funds & Philanthropy
 - Fund
 - S6024-Stand Up Speak Up
- Program Area** (highlighted in blue)
 - Sports & leisure
- Geographical Area Served**
 - Belgium
 - Other International
- Selection criteria**
 - Involvement of the beneficiaries
 - Adequacy of resources/objectives
- Room_First_meeting**
 - Board room
- Room_FSG_First_meeting**

At the bottom of the main window are buttons for "Primary", "Add...", and "R".

A dialog box titled "Select codes from table [Program Area]" is open over the main window. It has a menu bar with "File", "Action", and "Help". Below the menu bar are buttons for "Insert" and "Find". The main content of the dialog box contains a text area with the following text:

To speed the coding process, this form may be left open. To select codes for a different Category, click on the Category name on the Coding Sheet.

Below this text is a "Select Item" section containing a list of categories, each with a small icon to its left:

- Ageing (selected)
- Art, culture & heritage
- Children & young people
- Civil society & voluntary work
- Economics & agriculture
- Education & training
- Environment & regional planning
- European & international development
- Health
- Law & justice
- Migration & multicultural society
- Philanthropy
- Poverty & social justice
- Science & technology
- Sports & leisure

A New Project: Stand up Speak up



Dites non au racisme dans le foot

Réagissez !

STAND UPSPEAK UP

Appel à projets 2005

 Fondation
Roi Baudouin



Zeg neen tegen het racisme in het voetbal

Reageer !

STAND UPSPEAK UP

Projectoproep 2005

 Koning
Boudewijnstichting

Request - Geographical Area Served

The screenshot displays two overlapping windows from a software application. The background window is titled 'Request [54]' and features a menu bar with 'File', 'Action', and 'Help'. Below the menu bar are buttons for 'Save and Close' and 'Send Letter...'. A tabbed interface shows 'Page 1', 'Page 2', 'Coding', 'Affiliations', and 'Pay'. The main content area is divided into sections: 'Internal Program' (with sub-items 'R Funds & Philanthropy', 'Domains of action', 'Funds & Philanthropy', 'Fund', 'S6024-Stand Up Speak Up'), 'Program Area' (with 'Sports & leisure'), and 'Geographical Area Served' (with 'Belgium', 'Other International', 'Selection criteria', 'Involvement of the beneficiaries', 'Adequacy of resources/objectives', 'Room_First_meeting', 'Board room', 'Room_FSG_First_meeting'). At the bottom are 'Primary', 'Add...', and 'Re' buttons.

The foreground window is titled 'Select codes from table [Geographical Area Served]' and has a menu bar with 'File', 'Action', and 'Help'. It includes an 'Insert' button, a search icon, a dropdown arrow, and a 'Find' text box. A text instruction reads: 'To speed the coding process, this form may be left open. To select codes for a different Category, click on the Category name on the Coding Sheet.' Below this is a 'Select Item' section containing a tree view of geographical areas:

- Belgium
 - Brussels Capital Region
 - Flemish Community and Region
 - [A] Antwerpen
 - [L] Limburg
 - [OVL] Oost-Vlaanderen
 - [VB] Vlaams-Brabant
 - [WVL] West-Vlaanderen
 - French Community and Walloon Region
 - [BW] Brabant Wallon
 - [H] Hainaut
 - [LG] Liege
 - [LUX] Luxembourg
 - [N] Namur
 - German-speaking Community
- Balkan
- European
- Other International

Explore the Project Management (Request)

Request [54]

File Action Help

Save and Close Send Letter... Write...

Page 1 Page 2 Coding Affiliations Payments Requirements Activities Reviews NL and F E and D Planning

Role: <All> Include Closed Affiliations

Contact	Affiliation	Notes	Audit
▶ Antheunis, Aimé	Jury - President		Created: 20/01/2006
Beloy, Paul	Jury - Member		Created: 16/01/2006
Capa, Fuat	Jury - Member		Created: 20/01/2006
Cameron, Manuel	Jury - Member		Created: 16/01/2006
De Mol, Ann	Primary Contact		Created: 13/02/2006
Elias, Ann	Jury - Member		Created: 16/01/2006
Godefroid, Catherine	Jury - Member		Created: 16/01/2006
Kurtgozu, Mehmet	Jury - Member		Created: 20/01/2006
Migisha, Pierre	Jury - Member		Created: 16/01/2006
Rebahi, Myriam	Jury - Member		Created: 16/01/2006
Testelmans, Cathy	Project assistant		Created: 29/12/2005
Thans, Benoît	Jury - Member		Created: 23/01/2006
Van Lancker, Viviane	Jury - Member		Created: 16/01/2006

New Affiliation... Edit Affiliation... Edit Contact...

Everyone involved with the request

Essential Request Information in 4 Languages

The screenshot shows a software interface for a 'Request [54]'. The interface includes a menu bar (File, Action, Help) and a toolbar with buttons for 'Save and Close', 'Send Letter...', 'Write-up...', 'Alert...', 'Approve...', and 'Decline...'. Below the toolbar are tabs for 'Page 1', 'Page 2', 'Coding', 'Affiliations', 'Payments', 'Requirements', 'Activities', 'Reviews', and 'NL and F...'. The main content area displays two versions of the request information:

Language	Field	Value
Dutch	Titel	Stand Up Speak Up
	Promo Titel	Bestrijding van racisme in het voetbal.
	Beschrijving	De campagne Stand Up Speak Up wil de 'zwijgende meerderheid' van niet-racistische supporters aanmoedigen om hun stem te verheffen tegen racistische beledigingen in en rond de stadions. Het symbool van de campagne zijn twee in elkaar vervlochten polsbandjes, een wit en een zwart.
French	Titre	Stand Up Speak Up
	Titre	La lutte anti-racisme dans le monde du football.
	Descriptor	La campagne « Stand Up Speak Up » a pour but d'encourager la majorité silencieuse des supporters non-racistes à faire entendre leur voix contre les actes à caractère raciste commis dans et autour des stades. Le symbole de cette campagne est constitué de deux bracelets entremêlés.

Language specific Customizer fields; to be re-used on public Web site & annual report

Dutch

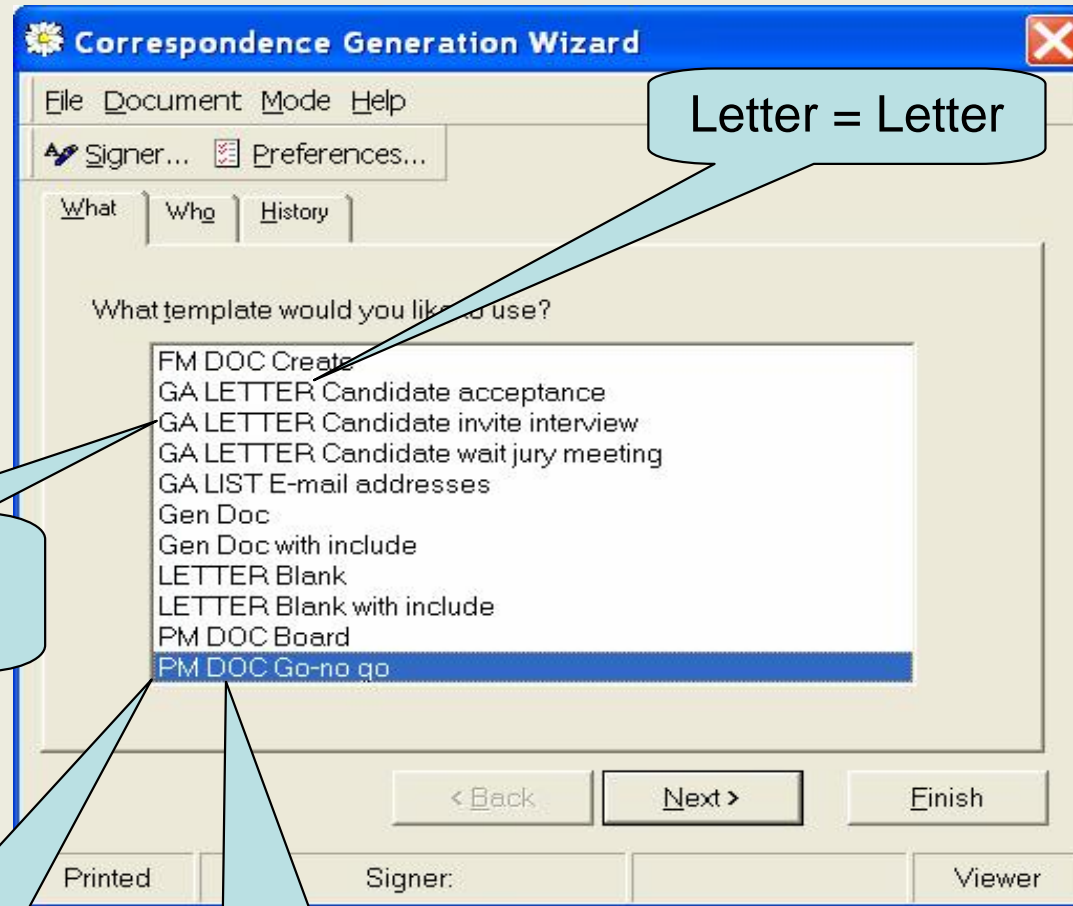
French

Request – Customizer Planning Information

Field	Value	Field	Value
Board	///	Go No-Go	///
Jury First Meeting	///	From	
FSG First Meeting	///	Till	
Call Start	01/11/2005	From	
Preselection	///	Till	
Selection start	06/01/2006	Call End	31/12/2005
Jury Deliberation meeting	08/02/2006	Preselection end	///
FSG Deliberation Meeting	///	Selection end	05/02/2006
Announcement date	23/02/2006	From	14u00
		Till	16u00
		From	
		Till	
		Expected number of payments	1

Customizer template for planning of all project-calls

Standard Template Naming Conventions



2006-S6024-

Stand Up Speak Up

géré par la Fondation Roi Baudouin
RUE BREDERODE 21 B-1000 BRUXELLES
TÉL +32-2-511 18 40 FAX +32-2-511 52 21
WWW.KBS-FRB.BE INFO@KBS-FRB.BE

Letter templates have language specific address blocks

KBF address in French

DOSSIER DE CANDIDATURE – Stand Up Speak Up

Stand Up Speak Up veut soutenir la mise en œuvre d'un projet qui La campagne « Stand Up Speak Up » a pour but d'encourager la majorité silencieuse des supporters non-racistes à faire entendre leur voix contre les actes à caractère raciste commis dans et autour des stades. Le symbole de cette campagne est constitué de deux bracelets entremêlés, un blanc et un noir.

et qui répondra avec le plus de pertinence aux critères suivants:

Explore the Organization - French

Organization [Centre pour l'égalité des chances... (32331)]

File Action Help

Save and Close Alert... Send Letter...

Organization Tax Status Background Wire Transfer Coding Affiliations Subsidiaries Dutch French German Web

Nom Centre pour l'égalité des chances et la lutte contre le racisme

Statut

Bâtiment

Rue rue Royale 138

Commune 1000 Bruxelles

Checked? on 14/03/2006

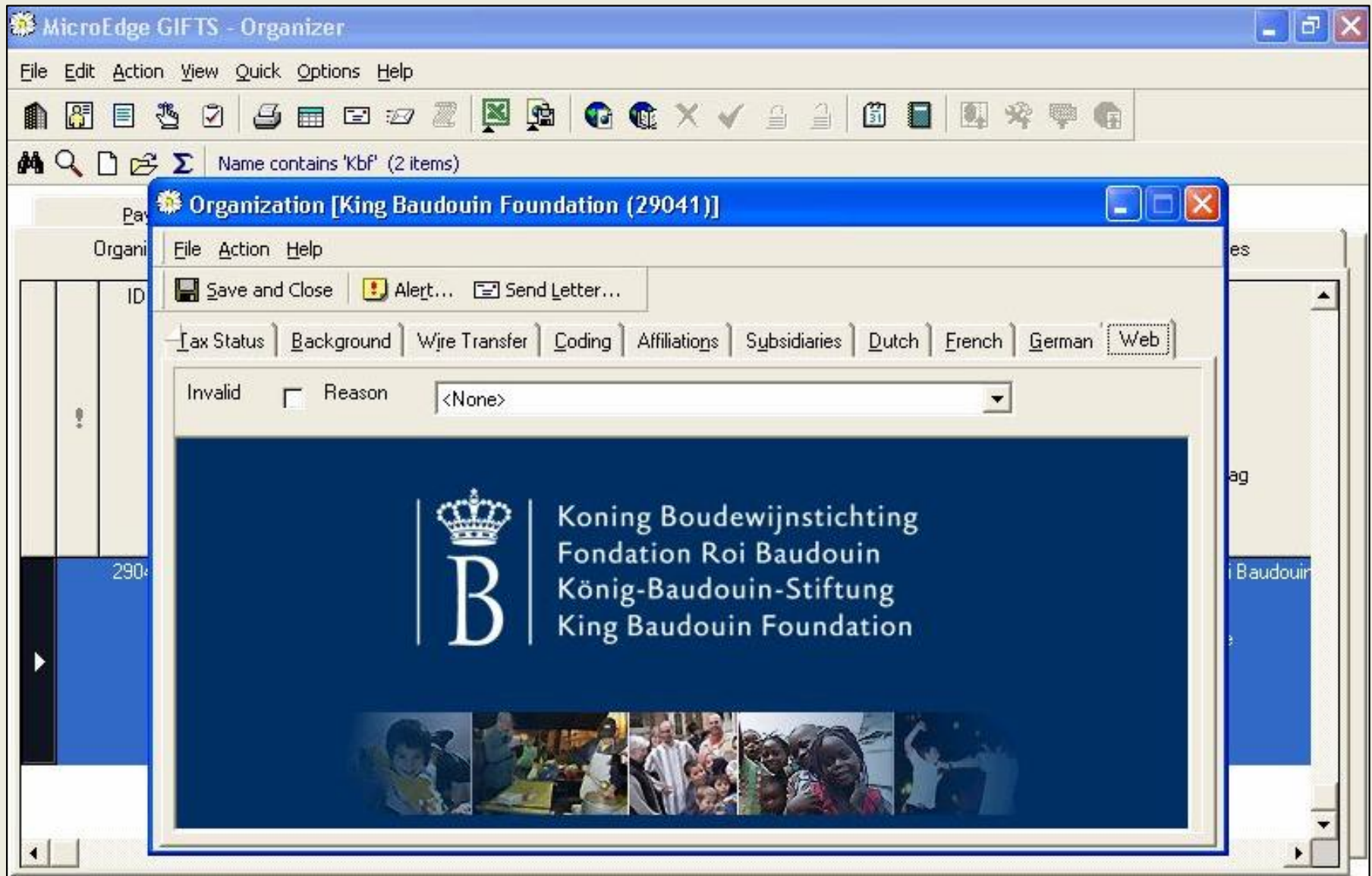
Language specific address fields

Link to the organization's Web site

European date format specified as the Windows default

Last date the address was checked to ensure currency

Popup Link to the Organization's Web Site



Explore the Organization's Primary Contact

The screenshot shows a software window titled "Contact [Dewitte, Jozef (51672)]". The window has a menu bar with "File", "Action", and "Help". Below the menu bar is a toolbar with buttons for "Save and Close", "Alert...", "Send Letter...", and "Clear Primary Organization". There are also tabs for "Page 1", "Page 2", "Address", "Education", "Coding", "Affiliations", "Reviews", "KBF Address", and "KBF Fields". The main content area is a list of categories, with "Language" highlighted in blue. A callout bubble points to "Language" with the text "Language code is required". Other categories in the list include "Gender" (with "Male" below it), "Press", "Vip Groups", "Program Area", "Geographical Area Served", "Fund", "Original program", "Civil Society", "Funds", and "Social Justice". At the bottom of the list, there are buttons for "Primary", "Add...", and "Remove". A legend at the bottom right shows a blue square for "Primary code" and a green square for "Secondary Code".

Exporting Data to Excel

The screenshot shows the 'MicroEdge GIFTS - Organizer' application window. The title bar includes standard window controls. The menu bar contains 'File', 'Edit', 'Action', 'View', 'Quick', 'Options', and 'Help'. The toolbar is filled with various icons for file operations and navigation. Below the toolbar, a search bar indicates 'Reference Number contains '2006-S6024' (38 items)'. The main area is divided into several tabs: 'Payments', 'Requirements', 'Documents', 'Reviews', 'Organizations', 'Requests', 'Affiliations', 'Contacts', and 'Activities'. A table is displayed with columns for 'Docket Number', 'Primary Contact', 'Organization Name', 'Project Title', 'Project Description', and 'Request'. The table contains several rows of data, with the first row highlighted in blue. A callout box points to the table with the text: 'We export an overview list to Excel using another specific view. This list can be split up by language.' At the bottom of the window, there is a legend with colored squares: blue for 'Pending', red for 'Incomplete', green for 'Approved', and black for 'Declined'.

Docket Number	Primary Contact	Organization Name	Project Title	Project Description	Request
F016	Monsieur Maurice Kalibiona	Art & Diffusion Universel Kalibiona	Réalisation d'un court métrage	"Un joueur professionnel de football Belge mais d'origine étrangère est contraint de quitter le stade. Là il sera témoin d'une scène de violence raciale. Sortant de son anonymat, il raconte son expérience."	
N001	De heer Gert Schippers	ZaaVoetbalClub Germinal Ekeren	Germinal Ekeren Youth Cup	Jaarlijks zaalvoetbaltornooi voor jongeren (10j-12j) met de nadruk op spelplezier, fair-play en racismebestrijding bij de jeugd en in het zaalvoetbal.	
N002	De heer Chretien Rutten	Sportraad Maasmechelen - sectie voetbal JOM	JOM tegen RACISME	De jeugdopleiding voetbal van Maasmechelen (JOM) wil als overkoepelende jeugdwerking wil benadrukken dat racisme en voetbal niet samengaan en wil dit doen via een leuke op regenjasjes.	10.000,00 €
N003	De heer Mohamed El Bakali	Jong - JWW Brugse Poort - Jeugdhuis Kaarderij vzw		De bewuste voetbalfanaten in de Brugse Poort: sportief met een open en gezond teamspiritgevoel zonder uitsluiting van anderen Kortlopende opleiding voor jongeren met als doel positief omgaan met racisme en discriminatie.	8.020,00 €
N004	De heer Koen Timmerman	Stad Brugge - dienst preventie	Kleur doet er niet toe, zeg neen tegen racisme.	Groepsfoto spelers eerste klasseploegen Cercle en Club Brugge samen, waaruit verbroedering van Club- (Blauw-Zwart) en Cercle- (Groen-Zwart) kleuren moet blijken met een aantal spin-offs naar supporters, spelers en jeugd ploegen.	10.000,00 €
N005	Mevrouw Ingrid De Bock	Jong - JWW Brugse Poort - Jeugdhuis Kaarderij vzw	Dare 2 speak!		10.000,00 €

Microsoft Excel - EMPTY (version 1).xls [Recovered]

File Edit View Insert Format Tools Data Window Help

Type a question for help

MS Sans Serif 8 B I U

C5 10.000,00 €

	A	B	C	D	E	F	G	H
1	N001	De heer Gert Schippers ZaalVoetbalClub Germinal Ekeren Germinal Ekeren Youth Cup Jaarlijks zaalvoetbaltornooi voor jongeren (10j-12j) met de nadruk op spelplezier, fair-play en racismebestrijding bij de jeugd en in het zaalvoetbal.	3.000,00 €					
2	N002	#####	10.000,00 €					
3	N003	#####	8.020,00 €					
4	N004	#####	10.000,00 €					
5	N005	Mevrouw Ingrid De Bock Jong - JWW Brugse Poort - Jeugdhuis Kaarderij vzw Dare 2 speak! Jongeren willen hun ervaringen in functie van voetbal en andere sporten (racisme, discriminatie) uiten in een theaterstuk.						
6	N006	De heer Dirk Vos Supportersfederatie Profclubs vzw Projectmap: De kleuren van de bal. Ontwikkeling en productie van een projectmap: 'Voetbal en racisme' ter ondersteuning van acties voor supportersverenigingen.	6.000,00 €					
7	N007	De heer Wies Leysen Openbare Centra voor Maatschappelijk Welzijn Dessel VZWijk De oprichting van een voetbalploeg die autochtone en allochtone jongeren uit een sociale woonwijk wil samenbrengen teneinde een positievere beeldvorming te creeëren.	1.000,00 €					
8	N008	De heer Geert Daenen Jeugdwerkzorgswerk Meulenbergh vzw Multiculturele zaalvoetbal-en straatballtornooien. Organisatie van zaalvoetbal en straatballtornooien voor jongeren van diverse herkomsten,wijken,gemeenten	2.000,00 €					
9	N009	#####	8.750,00 €					
10	N010	#####	10.000,00 €					

EMPTY

Ready

It's not very really pretty yet, so, ...

Microsoft Excel - Antheunis Grille de sélection.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Garamond 10 B I U

B5

1 **Gelieve ingevuld terug te sturen naar het secretariaat van de Stichting (e-mail: testelmans.c@kbs-frb.be) voor 6 febr**

2 **Voornaam en naam: Aimé Antheunis**

3 **Kwoteringen**

4

5

6

7

8

9

10

11

12

13

14

Ready

We paste the result in an Excel spreadsheet for storing the scores of each jury-member ...

- 0 - onvoldoende (te weigeren)
- 1 - middelmatig (te beraadslagen)
- 2 - goed (te behouden)

Nr Dossier	Naam van de kandidaat - Beschrijving van het project
9	N001 ZaaVoetbalClub Germinal Ekeren Germinal Ekeren Youth Cup
10	N002 Sportraad Maasmechelen - sectie voetbal JOM JOM tegen RACISME
11	N003 Jong - JWW Brugse Poort - Jeugdhuis Kaarderij vzw De bewuste voetbalfanaten in de Brugse Poort: sportief met een open en
12	N004 Stad Brugge - dienst preventie Kleur doet er niet toe, zeg neen tegen racisme
13	N005 Jong - JWW Brugse Poort - Jeugdhuis Kaarderij vzw Dare 2 speak!
14	N006 Supportersfederatie Profclubs vzw Basisteam: De kluis van de bal

Gevraa	Focus op "voetbal	Degelijk me	Betrokke doe	Real doelstell	Fin
3.000,00 €	-	-	-	-	-
10.000,00 €	-	-	-	-	-
8.020,00 €	-	-	-	-	-
10.000,00 €	-	-	-	-	-
10.000,00 €	-	-	-	-	-
2.500,00 €	-	-	-	-	-



Reference Number contains '2006-S6024' (38 items)

Payments Requirements Documents Reviews
 Organizations Requests Affiliations Contacts Activities

Type/Status	Disposition	Organization	Req/Granted	Audit
<i>Project Management</i>	Pending 29/12/2005 Start: 30/12/2005 End: 30/12/2006 (ADM)	King Baudouin Foundation Ann De Mol Tel: +32-2-549 02 64 Fax: +32-2-511 52 21 demol.a@kbs-frb.be	0,00 €	Created: 29/12/2005 by CT Changed: 3/05/2006 by MARC
Grant Application 05 Ready for contract	Approved 8/02/2006 Start: 13/02/2006 End: 31/12/2007 (ADM)	Confidential		
Grant Application 05 Ready for contract	Approved 8/02/2006 Start: 13/02/2006 End: 31/12/2006 (ADM)		Grant: 9,000,00 € Paid: 0,00 € Bal.: 9,000,00 € Term: 12 Months	Created: 30/12/2005 by CT Changed: 3/04/2006 by KL
Grant Application 05 Ready for contract	Approved 8/02/2006 Start: 13/02/2006 End: 31/12/2006 (ADM)		Grant: 3,750,00 € Paid: 0,00 € Bal.: 3,750,00 € Term: 12 Months	Created: 30/12/2005 by CT Changed: 3/04/2006 by KL
Grant Application 92 Jury declination	Declined 13/02/2006 (ADM)		7,500,00 €	Created: 30/12/2005 by CT Changed: 13/02/2006 by CT

The generation of letters starts from the request. We zoom on this request.

■ Pending ■ Incomplete ■ Approved ■ Declined

Complete the Project Management (Request)

We supply the logistic information.

Complete the Project Management (Request)

The screenshot shows a software window titled "Request [54]" with a menu bar (File, Action, Help) and a toolbar (Save and Close, Send Letter..., Write-up..., Alert..., Approve..., Decline...). Below the toolbar are tabs for "Page 2", "Coding", "Affiliations", "Payments", "Requirements", "Activities", "Reviews", "NL and F", "E and D", "Planning", and "Statistics NL and F". The main area contains a form with the following fields:

Board	<input type="text" value="//"/>	Go No-Go	<input type="text" value="//"/>		
Jury First Meeting	<input type="text" value="08/02/2006"/>	From	<input type="text" value="14u00"/>	Till	<input type="text" value="16u00"/>
FSG First Meeting	<input type="text" value="//"/>	From	<input type="text"/>	Till	<input type="text"/>
Call Start	<input type="text" value="01/11/2005"/>	Call End	<input type="text" value="31/12/2005"/>		
Preselection	<input type="text" value="//"/>	Preselection end	<input type="text"/>		
Selection start	<input type="text" value="06/01/2006"/>	Selection end	<input type="text" value="05/02/2006"/>		
Jury Deliberation meeting	<input type="text" value="08/02/2006"/>	From	<input type="text" value="14u00"/>	Till	<input type="text" value="16u00"/>
FSG Deliberation Meeting	<input type="text" value="//"/>	From	<input type="text"/>	Till	<input type="text"/>
Announcement date	<input type="text" value="23/02/2006"/>	Expected number of payments	<input type="text" value="1"/>		

We then supply the detailed planning info ...

Complete the Project Management (Request)

Request [54]

File Action Help

Save and Close Send Letter... Write-up... Alert... Approve... Decline...

Page 2 Coding Affiliations Payments Requirements Activities Reviews NL and F E and D Planning Statistics NL and F

Candidates NL + F	<input type="text" value="38"/>	NL	<input type="text" value="21"/>		F	<input type="text" value="17"/>	Tot	<input type="text" value="38"/>	
Administratif Declination NL + F	<input type="text" value="1"/>	NL	<input type="text" value="0"/>		F	<input type="text" value="1"/>	Tot	<input type="text" value="1"/>	
Candidates Preselection NL + F	<input type="text" value="37"/>	NL	<input type="text" value="21"/>	<input type="text" value="21"/>	F	<input type="text" value="16"/>	<input type="text" value="16"/>	Tot	<input type="text" value="37"/>
Preselection Declination NL + F	<input type="text" value="0"/>	NL	<input type="text" value="0"/>		F	<input type="text" value="0"/>		Tot	<input type="text" value="0"/>
Candidates Selection NL + F	<input type="text" value="37"/>	NL	<input type="text" value="21"/>	<input type="text" value="21"/>	F	<input type="text" value="16"/>	<input type="text" value="16"/>	Tot	<input type="text" value="37"/>
Selection Declination NL + F	<input type="text" value="5"/>	NL	<input type="text" value=""/>		F	<input type="text" value=""/>		Tot	<input type="text" value="5"/>
Selected Candidates NL + F	<input type="text" value="0"/>	NL	<input type="text" value=""/>	<input type="text" value="21"/>	F	<input type="text" value=""/>	<input type="text" value="11"/>	Tot	<input type="text" value="0"/>

... and some statistical information.



Affiliations for Request [54] (16 items)

Payments Requirements Documents Reviews
 Organizations Requests Affiliations Contacts Activities

Contact	Organization	Request	Affiliation	Notes	Audit
Elias, Ann Naamsesteenweg 52 Leuven - Heverlee 3001	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Thans, Benoît	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 23/01/2006 - Present		Created: 23/01/2006 Changed:
Godefroid, Catherine	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 16/01/2006 - P		
Capa, Fuat Statiestraat 43/45 Antwerpen - Berchem 2600	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 20/01/2006 - P		
Cameron, Manuel Ville de Liège rue Lonhienne 14 Liège 4000	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Kurtgozu, Mehmet	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 20/01/2006 - Present		Created: 20/01/2006 Changed: 20/01/2006
Rebahi, Myriam Anspachlaan 1 Brussels 1000	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Beloy, Paul Graaf de Fienneslaan 14 Edgem 2650	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Beloy, Paul Graaf de Fienneslaan 14 Edgem 2650	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Up	Jury - Member 20/01/2006 - 20/01/2006		Created: 20/01/2006 Changed: 20/01/2006

And switch to the affiliation-context, showing all the affiliations associated with the Request

■ Request Affiliation ■ Organization Affiliation





Affiliations for Request [54] (16 items)

Payments Requirements Documents Reviews
 Organizations Requests Affiliations Contacts Activities

Contact	Organization	Request	Affiliation	Notes	Audit
Capa, Fuat Statiestraat 43/45 Antwerpen - Berchem 2600	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 20/01/2006 - Present		Created: 20/01/2006 Changed: 20/01/2006
Cameron, Manuel Ville de Liège rue Lonhienne 14 Liège 4000	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Kurtgozu, Mehmet	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 20/01/2006 - Present		Created: 20/01/2006 Changed:
Rebahi, Myriam Anspachlaan 1 Brussels 1000	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Beloy, Paul Graaf de Fienneslaan 14 Fdenem 2650	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Beloy, Paul Graaf de Fienneslaan 14 Fdenem 2650	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 20/01/2006 - 20/01/2006		Created: 20/01/2006 Changed: 20/01/2006
Migisha, Pierre avenue Ariane 1 Brussels 1201	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Van Lancker, Viviane Hôtel de ville Namur 5000	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - Member 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
Antheunis, Aimé	King Baudouin Foundation rue Brederodestraat 21 Brussels 1000	[54/2006-S6024] Pending on 29/12/2005 Stand Up Sneak Un	Jury - President 20/01/2006 - Present		Created: 20/01/2006 Changed: 20/01/2006

We select all the jury-members

■ Request Affiliation ■ Organization Affiliation



Generate Letters

Correspondence Generation Wizard

File Document Mode Help

Signer... Preferences...

What Who History

What template would you like to use?

- PM FORM Jury honorarium
- PM LETTER Jury Classification
- PM LETTER Jury Contract preselection
- PM LETTER Jury invitation first meeting
- PM LETTER Jury new member
- PM LETTER Jury preselection forms
- PM LETTER Jury selection forms
- PM LETTER Jury selection forms (no preselection)**
- PM LETTER Jury thanks
- PM LETTER Jury thanks & minutes
- Press Invite

< Back Next > Finish

Printed Signer: Viewer

And select the right letter template

The Logic Behind the Addresses

IF Use_personal_address_Flag = No

IF OrganizationAddress.country = "BELGIUM"

IF Contact.language = "Dutch"	use Dutch address
ELSEIF Contact.language = "French"	use French address
ELSEIF Contact.language = "German"	use German address
ELSEIF Contact.language = "English"	use international address
ELSE	nothing
END	

ELSE

use international address

END

ELSE

IF Contact.Address.country = "BELGIUM"

use Belgium address

ELSE

use international address

END

Use of WordBasic and GIFTS for Automated Mailmerges

```
"}
|&A|{ DATABASE \d
"P:\10GIFTS\Data\21db2 GiftsXT
Get_Address.odc" \c
"Provider=SQLOLEDB.1;Integrated
Security=SSPI;Initial Catalog= GiftsXT;Data
Source=21db2;" \s "SELECT \AddrBlock"
FROM \Get_Address_\ WHERE ((\ID\
= { MERGEFIELD "Contact_ID" })))" }

{ IF { MERGEFIELD Con_Codes_Language } = "FRENCH" NOS RÉFÉRENCES CONTACT E-MAIL CONTACT TÉL.
} { IF { MERGEFIELD Con_Codes_Language } = "DUTCH" ONZE REFERENTIE CONTACT E-MAIL CONTACT TÉL.
} { IF { MERGEFIELD Con_Codes_Language } = "GERMAN" UNSERE ZEICHEN KONTAKT E-MAIL KONTAKT TEL.
} { IF { MERGEFIELD Con_Codes_Language } = "ENGLISH" YOUR REFERENCE CONTACT E-MAIL CONTACT TEL.

{ MERGEFIELD "Request_Reference_Number" }- { MERGEFIELD
"Request_Docket_Number" } { DATABASE \d "P:\10GIFTS\Data\21db2 GiftsXT
Get_Title.odc" \c "Provider=SQLOLEDB.1;Integrated Security=SSPI;Initial
Catalog= GiftsXT;Data Source=21db2;" \s "SELECT \Email\ FROM \Get_Title\
WHERE ((\Name\ = { MERGEFIELD "Request_Staff_Person" })))" } +32-2- {
DATABASE \d "P:\10GIFTS\Data\21db2 GiftsXT Get_Title.odc" \c
"Provider=SQLOLEDB.1;Integrated Security=SSPI;Initial Catalog= GiftsXT;Data
Source=21db2;" \s "SELECT \Tel\ FROM \Get_Title\ WHERE ((\Name\ = {
MERGEFIELD "Request_Staff_Person" })))" }

{ IF { MERGEFIELD Con_Codes_Language } = "French" "Bruxelles, le " "" } { IF {
MERGEFIELD Con_Codes_Language } = "Dutch" "Brussel, " "" } { IF { MERGEFIELD
Con_Codes_Language } = "German" "Brüssel, " "" } { IF { MERGEFIELD
Con_Codes_Language } = "English" "Brussels, " "" } { PRINTDATE \@ "dd/MM/yyyy" \*
MERGEFORMAT }

{ DATABASE \d "P:\10GIFTS\Data\21db2 GIFTS Get_EmployeeData.odc" \c
"Provider=SQLOLEDB.1;Integrated Security=SSPI;Persist Security Info=False;Initial
Catalog=GIFTSXT;Data Source=21db2;Use Procedure for Prepare=1;Auto
Translate=True;Packet Size=4096;Use Encryption for Data=False;Tag with column collation
when possible=False" \s "SELECT \Salutation_Formal\ FROM \Get_EmployeeData\
WHERE ((\Contact_ID\ = { MERGEFIELD "Contact_ID" })))" },

{ IF { MERGEFIELD Con_Codes_Language } = "French" "Votre dossier de candidature {
MERGEFIELD "Request_Project_Title" } nous est bien parvenu et nous vous remercions de
l'intérêt que vous portez à cet appel à projets.

La sélection des dossiers sera confiée à un jury indépendant composé d'experts. Le résultat de
cette sélection vous sera communiqué à l'issue des travaux du jury.

{ IF { MERGEFIELD Contact_Courtesy } <> "" "Veuillez agréer, { DATABASE \d
"P:\10GIFTS\Data\21db2 GIFTS Get_EmployeeData.odc" \c
"Provider=SQLOLEDB.1;Integrated Security=SSPI;Persist Security Info=False;Initial
Catalog=GIFTSXT;Data Source=21db2;Use Procedure for Prepare=1;Auto
Translate=True;Packet Size=4096;Use Encryption for Data=False;Tag with column collation
when possible=False" \s "SELECT \Salutation_Formal\ FROM \Get_EmployeeData\

{ DATABASE \d "P:\10GIFTS\Data\21db2 GiftsXT Get_Template.odc" \c "Provider=SQLOLEDB.1;Integrated Security=SSPI;Initial
Catalog=GiftsXT;Data Source=21db2;" \s "SELECT \FootLogo\ FROM \Get_Template\ WHERE ((\ID\ = { MERGEFIELD
Codes_Fund}{ MERGEFIELD Con_Codes_Language })))"
{ DATABASE \d "P:\10GIFTS\Data\21db2 GiftsXT Get_Template.odc" \c "Provider=SQLOLEDB.1;Integrated
Security=SSPI;Initial Catalog= GiftsXT;Data Source=21db2;" \s "SELECT \Indication\ FROM \Get_Template\ WHERE ((\ID\ = {
MERGEFIELD Codes_Fund}{ MERGEFIELD Con_Codes_Language })))" }
```

... one of five pages of WordBasic instructions for a complex conditional mailmerge

Stand Up Speak Up

géré par la Fondation Roi Baudouin

The preferred language of the jury-member is taken into account in the header, address, salutation ...

Madame Catherine Godefroid
Ministère de la Communauté française
Direction des Relations Internationales Bureau
6A016
Espace 27 septembre
boulevard Léopold II 44
1080 Molenbeek-Saint-Jean

NOS RÉFÉRENCES
2006-S6024

CONTACT E-MAIL
demol.a@kbs-frb.be

CONTACT TÉL.
+32-2-549 02 64

Bruxelles, le 00/00/0000

Madame,

03182924.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

CleanGiftsDoc MakeWebCopy 109% Read

Header Garamond 12 B I U

Le secrétariat a jugé 1 dossiers irrecevables pour des raisons administratives.

À l'issue de cette phase de présélection, il reste 37 dossiers à évaluer par l'ensemble du jury: 16 francophones et 21 néerlandophones.

En vue de la sélection à domicile, vous trouverez ci-joint:

- Une copie des 37 dossiers à évaluer
- Une grille de cotation reprenant une courte
- La liste des dossiers non retenus
- La procédure de sélection
- Le calendrier de l'appel et la composition du jury

Je vous remercie de bien vouloir me faire parvenir par mail (gmt@kbs-frb.be) la grille de cotation dûment complétée et motivée pour le 5/02/2006 au plus tard.

Pour votre information, il vous sera également loisible lors de la réunion de délibération fixée au 8/02/2006 (14u00 - 16u00 dans les locaux de la Fondation Roi Baudouin Salle du Conseilrue Brederode 21 - 1000 Bruxelles) de nous faire part de vos remarques et recommandations éventuelles quant au contenu de l'appel et à la méthodologie suivie pour la sélection.

Vous remerciant une nouvelle fois d'avoir accepté cette mission, je vous prie de croire, Madame, en l'expression de mes sentiments les meilleurs.

Page 1 Sec 6 5/24 At 22,6cm Ln 44 Col 71 REC TRK EXT OVR French (Fran)

... and merges the phrase the logistics and statistical information

Generate Labels

Correspondence Generation Wizard

File Document Mode Help

Signer... Preferences...

What Who History

What template would you like to use?

- Gen Doc with include
- Labels L7162
- LETTER Blank
- LETTER Blank with include
- List E-mail addresses
- List Verification Press
- List Verification VIP
- PM AGENDA Jury first meeting
- PM FORM Jury expenses
- PM FORM Jury honorarium
- PM LETTER Jury Classification

< Back Next > Finish

Printed Signer: Viewer

Select the label template

Normal Verdana 10 B I U

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

<p>De heer Aimé Antheunis (51844)</p> <p>Vlaanderenstraat 15 2000 Antwerpen</p>	<p>Mevrouw Ann Elias (51773)</p> <p>SEM Sport & Entertainment Managment Naamsesteenweg 52 3001 Leuven - Heverlee</p>
<p>Monsieur Benoît Thans (51849)</p> <p>Corne du Pré 12 4053 Chaudfontaine - Embourg</p>	<p>Madame Catherine Godefroid (51768)</p> <p>Esp... boulevard Léopold II 44 1080 Molenbeek-Saint-Jean</p>
<p>De heer Fuat Capa (51845)</p> <p>Lokersestraat 15 9000 Gent</p>	<p>Monsieur Manuel Comeron (46381)</p> <p>Coordinateur de service Service Fan Coaching Ville de Liège rue Lonhienne 14 4000 Liège</p>
<p>De heer Mehmet Kurtogzu (51847)</p>	<p>Mevrouw Myriam Rebahi (42960)</p>

And create labels to send the package to the jury-members



Affiliations for selected Contacts (26 items)

	Contact	Organization	Request	Affiliation	Notes	Audit
	Antheunis, Aimé	INDIVIDUALS		Employee 7/02/2006 - Present		Created: 7/02/2006 Changed: 7/02/2006
	Elias, Ann Naamsesteenweg 52 Leuven - Heverlee 3001	SEM Sport & Entertainment Managment Naamsesteenweg 52 Leuven - Heverlee 3001		Employee 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
	Thans, Benoit	INDIVIDUALS		Employee 23/01/2006 - Present		Created: 23/01/2006 Changed:
	Godefroid, Catherine	Ministère de la Communauté française - Secrétariat général		Employee 11/01/2006 - Present		Created: 11/01/2006 Changed:
	Capa, Fuat Statiestraat 43/45 Antwerpen - Berchem 2600	INDIVIDUALS		Employee 20/01/2006 - Present		Created: 20/01/2006 Changed: 20/01/2006
	Cameron, Manuel Ville de Liège rue Lonhienne 14 Liège 4000	Service Fan Coaching Ville de Liège rue Lonhienne 14 Liège 4000		Employee		Created: 24/11/2005 Changed: 16/01/2006
	Kurtgozu, Mehmet	Federaal Agentschap voor de Opvang van Asielzoekers		Employee 20/01/2006 - Present		Created: 20/01/2006 Changed: 20/01/2006
	Rebahi, Myriam Anspachlaan 1 Brussels 1000	POD Maatschappelijke Integratie, Armoedebestrijding en Sociale Economie		Employee 16/01/2006 - Present		Created: 16/01/2006 Changed: 16/01/2006
	Beloy, Paul Graaf de Fienneslaan 14 Edegem 2650	Atheneum Hoboken Graaf de Fienneslaan 14 Edegem 2650		Employee		Created: 24/11/2005 Changed: 16/01/2006

We keep the selection

■ Request Affiliation ■ Organization Affiliation

Generate Badges



and generate badges
for the jury meeting

Aimé Antheunis



Ann Elias

SEM Sport & Entertainment Managment



Benoît Thans



Catherine Godefroid

Ministère de la Communauté française



Fuat Capa

Manuel Comeron

Coordinateur de service

Generate Table-Tents

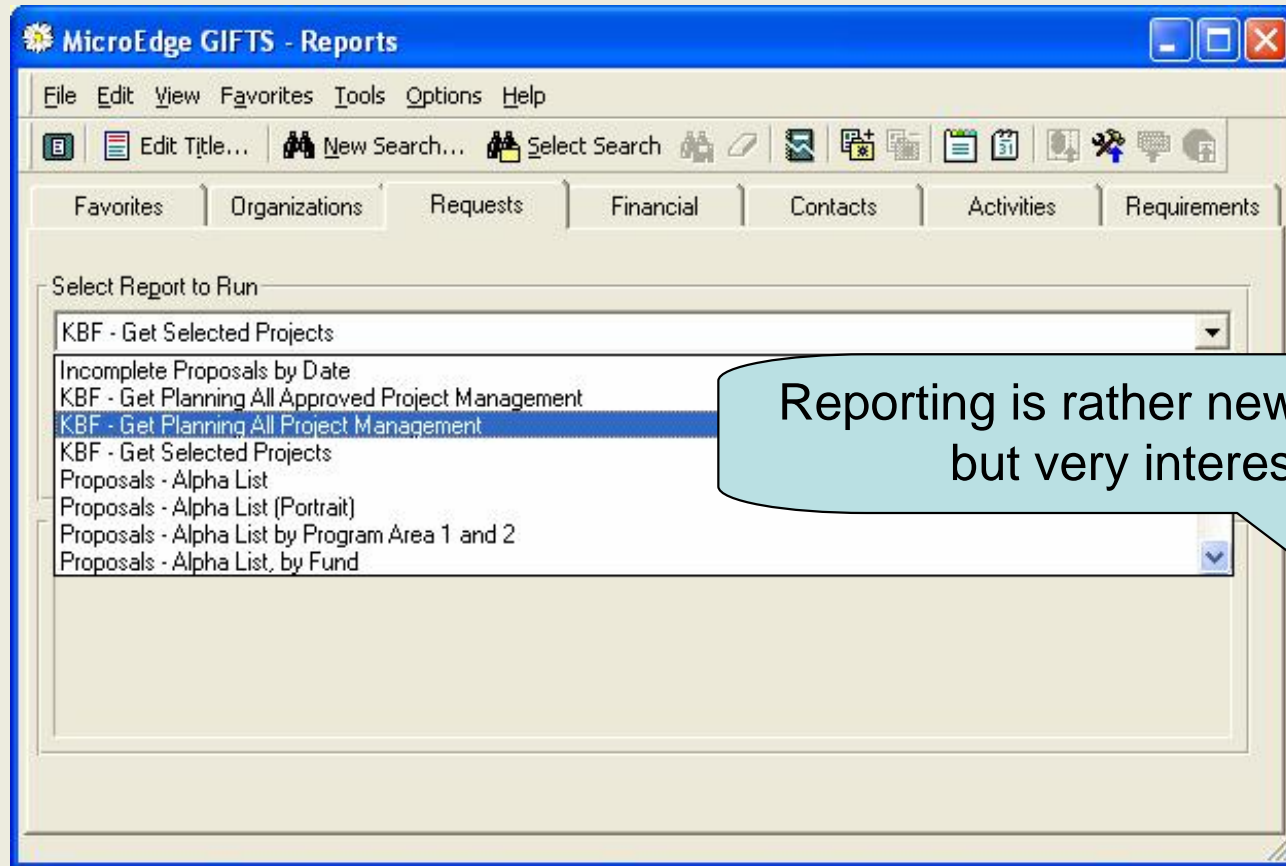


and generate table-tents
for the jury meeting

Aimé Anthéunis



Reporting



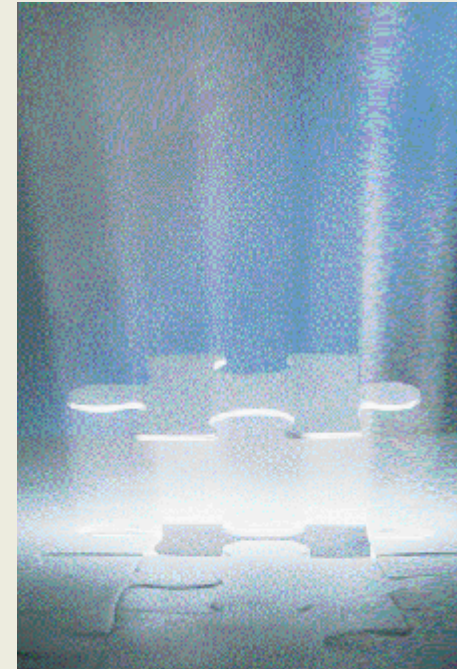
Reporting is rather new for KBF ...
but very interesting

KBF - Get Planning All Project Management

ID/Ref	Project Title Fund	Board		First Jury/FSG	Call from/to	Pre-select from/to	Select from/to	Deliberate Jury	Announce	Status
		Staff	Go NoGo							
54 2006-S6024	Stand Up Speak Up S6024-Stand Up Speak Up	CT						8/02/2006		12 Ready for follow-up
752 2006-C32	Les personnes âgées dans la société digitale	SDE			28/02/2006		20/03/2006 14/04/2006	21/04/2006		11 Ready for contract
385 2006-C32	Ouderen in de digitale samenleving	SDE			28/02/2006		20/03/2006 14/04/2006	21/04/2006		11 Ready for contract
172 2006-G41	Hors-Fistes - Buiten Categorie (31.12.2005)	JBL		16/03/2006	31/12/2005	19/01/2006 2/02/2006	8/02/2006 28/02/2006	16/03/2006	20/03/2006	11 Ready for contract
42 2006-K105	Développement durable dans le secteur de la jeunesse	VVK			15/10/2005 27/01/2006			21/02/2006		11 Ready for contract
226 2006-Q3120	Klaverdje Drie - Trèfle R2016-prins Filip	FDV		7/02/2006	13/01/2006		23/01/2006 2/02/2006	7/02/2006		11 Ready for contract
174 2006-R1034	Van Mierlo (Fonds Hugo) R1034-Van Mierlo	IC						29/03/2006	13/06/2006	11 Ready for contract
360 2006-R1077	Ramos (Fonds Celina Ramos) R1077-Celina Ramos	FL								
1024 2006-R1096	Aubrac (Fonds Aubrac)	CDU								
368 2006-R5010	Streekfonds West-Vlaanderen	VB								
369 2006-R5011	Streekfonds Een Hart voor Limburg	VB								
293 2006-S3029	ING (Mecenaatsfonds ING / Fonds de Mécénat ING)-aim3 S3029-ING	ADB			31/01/2006		14/02/2006 24/02/2006			
285 2006-S3029	ING (Mecenaatsfonds ING / Fonds de Mécénat ING)-aim1-NL S3029-ING	VB			31/01/2006		14/02/2006 24/02/2006			11 Ready for contract

To display missing data and to follow-up the projects at management level

Challenges, Risks & Solutions





Challenges

Solution

1. No KBF standard workflow or common system, each program operated independently.

Established a single standardized grant processing workflow and one system used by all programs.

2. Over 2300 nonstandard databases created by individual staff using different formats.

Consolidated all FileMaker Pro databases into a single shared GIFTS SQL database.

3. High volume of duplicate organizations and contacts.

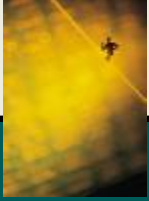
Identified and removed duplicate organizations and contacts.

4. No foundation-wide data entry standards and terminology.

Established, documented and enforcing data entry standards and use of common terminology.

5. Needed to reassess and clarify staff roles and responsibilities.

Established clearly defined responsibilities for grants manager and team members.



Risks

Solution

6. We might not know all of the right questions to ask - we could end up selecting the wrong system.

Identified and hired consultants with expertise in selecting, designing and successfully implementing grants management systems.

7. The system won't be fast enough to support all our users and data.

Checked references of finalists with more users and data than KBF.

8. What if the company isn't financially strong?

Checked the finalists financial strength and survivability.

9. The software will be too difficult for us to use.

Selected a system that has a good user interface and conducted appropriate training for all staff.

10. Can a commercial grants management system be successfully adapted to meet the needs of a large multilingual European foundation?

Set prioritized requirements and researched 11 vendors worldwide.
Selected finalist, attended training, built working prototype and *conducted acceptance testing prior to purchase.*

Some Key Lessons We've Learned

1. Get the full support of top management and stakeholders.
2. Involve all key staff from the very beginning to get and maintain their support.
3. Empower a team to select the product, adapt the system and assume ongoing operational responsibility.
4. Clearly define your prioritized requirements before starting to evaluate systems.
5. Standardize, strengthen and test the hardware and network infrastructure to build on a solid platform.
6. Ask all staff for feedback. This will enable you to design a workflow and system that will meet everyone's needs. *Listen, listen, listen!*



Some More Key Lessons We've Learned

7. Just because you can do something doesn't mean that you should!
8. Data cleanup and conversion is always more difficult and takes longer than you think.
9. ALL staff must attend training and need specific coaching to how they will use the system.
10. Establish consensus and document data entry and coding standards - then enforce them.
11. Be creative, flexible, and be prepared to adapt.
12. There is always a solution to every problem – think outside of GIFTS for solutions. There is very little GIFTS can't do, especially with the aid of other programs.
13. Data integrity and accuracy is VERY important. Verify, verify, and verify again.



Even More Key Lessons We've Learned

14. Training, user guides, system documentation and support are critical to the success and continuity of the project.
15. MicroEdge's GIFTS can be used very successfully by European foundations with multilingual requirements.



Next Steps for 2006 and Beyond

1. Complete data cleanup and duplicate consolidation.
2. Formalize the other KBF activities (publications, events, ...)
3. Formalize the follow-up process of all contracts
 - GIFTS "payments" capabilities
 - GIFTS "grant requirements" capabilities
 - GIFTS "International Money Transfer" capabilities
 - GIFTS "reporting" capabilities
4. Integration of GIFTS with the new KBF Web site
 - Export the information about the Project call
 - Export the selected grant applications
 - Import data of the online application forms

à 2 steps: first manually later automated



Next Steps for 2006 and Beyond

5. Collaborate with MicroEdge on development of a multilingual version of Portico GRM (Grantee Relationship Management) to enable nonprofits to submit applications online and maintain up-to-date contact information.
6. Explore use of System Develop Kit (SDK) to
 - To automate data integrity
 - Integrate GIFTS with other KBF applications.



Glossary of Terms

Adapted – To use a flexible product's built-in capabilities to meet your particular needs.

Application Programming Interface (API) – A programming tool that facilitates making different software and databases to work together.

Commercial off the Shelf Software (COTS) – A full featured product that can be installed, adapted and used quickly without requiring new software development.

Customized – A system that has been modified in a special way that is unique to the client.

Enhanced – To add additional functionality to an existing product.

Request for Proposal (RFP) – An invitation sent to a vendor that clearly describes your requirements and scope of work.

Microsoft SQL Server - A brand name for Microsoft's relational database that can handle a high volume of transactions and data.

Microsoft Windows Terminal Server - A brand name for a software program that's built-in to Windows Server 2003 that that permits secure remote access of Windows applications via a Web browser.

Template – A document or file that specifies which data is used and how it is and presented.