

Kindermissionswerk „Die Sternsinger“ Principles and Guidelines for funding projects

PROJECT APPLICATION – INTRODUCTION

A project is viewed as part of the concrete realisation and implementation of a longer-term, overarching plan that has previously been drafted with the participation of those in positions of responsibility in a diocese, congregation, movement or organisation and with the involvement of the target group. This should be made clear in the project application. The participatory orientation remains an important element throughout all phases of the project.

If several applications are submitted, the legal holder of the project puts them in order of priority and justifies this in accordance with the overarching plan.

Project applications are understood as complementary to the project holder's own resources. Projects should therefore only be submitted when it is foreseeable that these resources will not be sufficient. The applicant's own contribution should be as high as possible.

Items that do not qualify for funding are: the repayment of debts and the retrospective financing of projects that have already been carried out. In the event that other institutions are approached with the same request for project assistance, or it is planned to do so, this must be stated. Failure to provide information about third-party contributions constitutes grounds for refusal.

The original, signed application accompanied by all the required documentation must be received in good time (normally six months) before the beginning of a project. The legal prerequisites for the implementation of a project must be fulfilled.

Every application must be accompanied by a statement relating to the project and to the legal holder of the project, from the local bishop and in the case of projects by congregations, from the religious superior.

If funding is awarded, the project partner undertakes to acknowledge receipt and render accounts of all the funds and resources used in the project. To this end, the project partner maintains documentation throughout the project period, containing all the paperwork belonging to the project, particularly the receipts for expenditures. At the end of the project, the project partner – in addition to providing a narrative and financial report – reports on the extent to which the objectives specified in the project application were achieved, and backs this up with evidence based on the specified indicators. In the same way, the partner points out the prospects for guaranteeing and evaluating the success of the project in the long term.

For projects with annual or one-time funding in excess of €80.000, an independent audit of the entire project is to be carried out. The necessary amount is an element of the cost estimate and financial plan.

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GENERAL GUIDELINES

Every project application must contain the following information. Depending on the type of project (e.g. programmes, buildings, vehicles), the application must contain further specific information.

Project title

Applicant

- Name
- Full postal address including e-mail address, telephone number and fax number
- Role and position [within the partner organisation]

Person responsible for the project locally (if not identical with the applicant)

- Name
- Full postal address including e-mail address, telephone number and fax number
- Role and position

Partner organisation

- Name of institution/organisation
- Full postal address including e-mail address, telephone number and fax number
- Name of legally responsible person (representative of the legal holder)
- Position/function
- Full postal address including e-mail address, telephone number and fax number (if different from that of partner organisation)
- For dioceses: General information about the diocese, brief description of pastoral situation (appendix: pastoral plan/strategic plan/development plan), previous experience in the given fields of work, financing partners to date
- For parishes: General description of the situation, number of inhabitants, number of Catholics, number of active members and pastoral staff, parish groups and activities, previous experience in the given fields of work, financing partners to date
- For supra-diocesan church institutions: Brief description of tasks, previous experience in the given fields of work, financing partners to date
- For orders/congregations, etc.: Brief history of the congregation, its charism, main characteristics of its apostolate, number of members and establishments in total, in the country, status in canon law, previous experience in the fields of work, financing partners to date
- For NGOs: Mission statement, vision, objectives, organisational structure (appendix: copy of statutes/articles of association), previous experience in the given fields of work, financing partners to date, relations with the local Catholic Church

Description of the project setting

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- Geographical, ecological, socio-political, ethnic, economic, religious and cultural circumstances in the project location, in the project region, number of inhabitants
- Description of the problem to which the project responds
- Description of the target group: How and by what criteria is the target group selected?
How many of the people reached live below the poverty line? Number, gender, age, ethnic, social and economic background of the project beneficiaries

Planning and background

- Details on how the project came into being, and participation of the target group. How many groups are involved, which groups, and in what form? Statement from the target group
- Relevance to overarching pastoral/development plan. How does the project contribute to realising the overarching plan? To which sub-aspects of the overarching pastoral/development plan does the project relate?
- Previous projects: Details of contents and financing, past evaluations and results
- What attempts have been made to mobilise state funds?

Objective

- Overall goal
- Project objectives
- What, specifically, will be achieved by when?
- What changes will be brought about?
- Who will participate in achieving the objective?

Planned measures and activities

- Detailed description of activities leading to achievement of the objectives
- Number, function and qualifications of required employees
(Full-time or voluntary personnel, consultants): formal qualifications, previous experience in the area, what percentage of their time will be devoted to the project in question

Protecting children and young people in your care

What steps will be taken to protect the physical, mental and sexual integrity of children and young people in your care?

Schedule of activities

- Tabular overview
- Expected project start date / expected project duration

Monitoring, evaluation, sustainability

- Who verifies whether the objective has been achieved? How is this verification carried out?
- What indicators tell you that the objective has been achieved?

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- Sustainability
- What measures will be used to pursue and consolidate the objective in the long term?
- How can you ensure that the affected population will feel responsible for the project (i.e. take ownership) in the long term?
- How will the running costs be covered in future?
- What measures are envisaged so that the project can manage without external assistance in future?
- How can the project's impact after five years be recorded?

Cost estimate and financial plan

Changes may need to be made to the schedule of costs and financial plan during the checking and approval process. The approved schedule of costs and financial plan constitutes part of the contract and the basis for the statement of account.

Cost estimate

- Detailed list of total costs, organised by cost categories, in the country's standard currency
- In the case of applications for more than €80,000, Kindermissionswerk requires a statement of account in the form of an audit report prepared by a professional auditor recognised in the project country. The costs that this entails can be included in the total costs.

Financial plan

- Local own contribution (by the institution and/or target group)
- Contributions from third parties, annotated "requested" or "approved"
(please list third-party funds from other donor organisations, donors, etc., individually)
 - Own non-monetary contributions are not part of the financial plan and can be listed separately (own work, materials and equipment).
- The contribution requested by Kindermissionswerk

⇒ For your application, please use the enclosed form **COST ESTIMATE AND FINANCIAL PLAN.**

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