

Guidelines

Funding application



Introduction

The guidelines for applying for project funding serve as a guide to ensure that all necessary information is available for the assessment of the funding request.

The document is divided into nine chapters:

1. General information
2. Description of the legal holder
3. Child protection in the organisation and in the project
4. Project context
5. Project description and strategies
6. Cost and financing plan
7. Impact logic and indicators
8. Attachments

If you have any queries or comments, please do not hesitate to contact the responsible desk officer for your country with KMW.

1. General information

1.1 Project data			
Project title			
Planned project start (date)		Planned end of project (date)	
Project location / region		Diocese	
Federal state (only for Brazil and India)			
1.2 Legal holder			
<i>The legal holder must be a legal entity (e.g. dioceses, religious orders, non-governmental organisation) organised under the law of the respective country.</i>			
Name of legal holder		Short form of the organisation name (if available)	
E-Mail			
Address			
Postal address			
Telephone		Mobile	
Website			
Legal form		Founding year	
Register number (if applicable)		Registered office of the legal holder	
Certification number according to registration certificate, if applicable		Validity date of the certification in the country, if applicable	
1.3 Legal representative			
<i>Authorised signatory of the legal holder - i.e. the person who legally represents the legal holder of the project externally. In the case of a diocese, this is the bishop; in the case of a religious order or congregation, the provincial superior; and in the case of an NGO, the person who is registered as the president/chairman of the NGO before the state authorities in the current official period.</i>			
<i>Please enclose official proof (e.g. notarised power of attorney or current extract from the register).</i>			
Name		Position and function in the organisation	
Email			

Address			
Postal address			
Telephone		Mobile	

1.4 Project coordinator

The person who plays a leading/coordinating role in the implementation of the project.

Name		Position and function in the organisation	
Email			
Address			
Postal address			
Telephone		Mobile	

1.5 Applicant

The person responsible for formulating the project proposal.

Name		Position and function in the organisation	
Email			
Address			
Postal address			
Telephone		Mobile	

2. Description of the legal holder

Please fill out only the applicable part (either ecclesiastical or non-church organisations / NGOs).

Description of the legal holder - ecclesiastical organisations (approx. 1 page)

2.1 Description of the legal holder

2.1.1 Working Areas of the organisation (legal holder)

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2.1.2 Networks and co-operations in which the legal holder is active

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2.2 Information about the organisational structure

2.2.1 Number of employees or members belonging to the legal holder

2.2.2 Assets of the legal holder related to the project

2.2.3 External sources of funding available to the legal holder

2.2.4 Total annual budget of the legal holder in the previous year

2.2.5 Total annual budget of the legal holder in the current year

Description of the legal holder - non-church organisations / NGOs - (approx. 1 page)

2.1 Description of the legal holder

2.1.1 Statutory purpose of the legal entity (vision and mission)

2.1.2 Working Areas of the legal holder

2.1.3 Networks and co-operations in which the legal holder is active

2.2 Information about the organisational structure

2.2.1 Number of employees or members belonging to the legal holder

2.2.2 Assets of the legal holder related to the project

2.2.3 External sources of funding available to the legal holder

2.2.4 Total annual budget of the legal holder in the previous year

2.2.5 Total annual budget of the legal holder in the current year

2.2.6 Existing links with the Catholic Church

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3. Child protection in the organisation and in the project (approx. 1 page)

3.1 Child protection in the project

3.1.1 Ensuring child protection

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3.1.2 Participation of employees and others in the creation of the child protection policy

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3.1.3 Risks within the project

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3.1.4 Information provided to children/parents

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3.2 Protection of other vulnerable groups

3.2.1 Ensuring the protection of other vulnerable groups

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3.2.2 Risks within the project

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3.2.3 Measures within the project

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3.2.4 Information provided to the groups concerned

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4. Project context (approx. 6 pages)

4.1 Project rationale - Relevance

4.1.1 Situation and context analysis

4.1.1.1 Relevant characteristics (geographical, political, social, etc.) in the project area

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4.1.1.2 Living conditions of the population living in the project area, especially children and young people

4.1.1.3 Recognised problem/main problem

4.1.1.4 Causes of the problem

4.1.1.5 Potential for change

4.1.2 Previous projects

4.1.2.1 Previous projects, experience with similar projects with the KMW and other donors

4.1.2.2 Achieved targeted effects (outcomes)

4.1.2.3 Other positive and negative impact

4.1.2.4 Conclusions

4.2 Stakeholders

Who has an interest in the project, a direct or indirect benefit and who can possibly influence the project (positively/negatively)?

4.2.1 Target group

4.2.1.1 Description of the target group/s

4.2.1.2 Selection criteria for the target groups

4.2.1.3 Number of directly benefiting children/adults

4.2.1.4 Number of indirectly benefiting children/adults

4.2.1.5 Previous co-operation

4.2.2 Participation of the target groups

4.2.2.1 Involvement of the target groups, especially children and young people, in project planning

4.2.2.2 Involvement of the target group in project implementation

4.2.2.3 Involvement of the target groups, especially children and young people, in the assessment of the project

4.2.3 Other relevant organisations and parties

4.2.3.1 Organisations and parties (stakeholders) in the project region relevant to the project

4.2.3.2 Possible interest and influence of these organisations/parties (stakeholders) on the project

4.2.3.3 Overlaps, cooperations or synergies

4.2.3.4 Supra-regional/international organisations/institutions/groups/parties outside the project region with significance for the project

5. Project description and strategies (approx. 8 pages)

5.1 Theory of Change

Overall view of the assumed mechanisms of action.

The Theory of Change (ToC) is the description of the impact mechanism that is relevant to respond to the identified main problem. Relating to the project, it describes how and why the project works. Further information on ToC can be found in the glossary and in the KMW's more detailed explanatory texts on effects.

5.2 Project description

5.2.1 Overarching objective/project goal/impact

5.2.2 Specific objectives/outcomes

5.2.2.1 Indicators for measuring the achievement of specific objectives/outcomes

5.2.2.2 For each of the indicators:

- Base value/baseline at the start of the project and
- Target value aimed for

5.2.3 Activities

5.2.4 Methods used to implement the project

5.2.5 Possible unexpected effects (positive/negative)

5.2.6 Risks for project implementation

5.3 M&E (Monitoring & Evaluation System)

5.3.1 Data collection

5.3.2 Recording of unplanned effects

5.3.3 Data analysis and recording of possible need for change

5.3.4 Evaluation

5.3.5 Audit

5.3.6 Financial standards of the legal holder

5.3.7 Accounting software that is used

5.4 Structural, financial, environmental and social sustainability

5.4.1 Securing the success and positive effects of the project

5.4.2 Handover to local responsibility

5.4.3 Local financing

5.4.4 Consideration of environmental and climate protection

5.4.5 Social sustainability

5.4.6 Strengthening the self-help potential of the target groups

5.4.7 Resilience of the target groups

6. Cost and financing plan

Please fill out the enclosed cost and financing plan.

7. Impact logic and indicators

Please fill out the enclosed Logframe (tables for Logframe, Inputs, Outputs and Activities).

I. Brief introduction to the KMW's understanding of impact

In its international work, Kindermissionswerk (KMW) endeavours, together with its partners, to sustainably improve the living conditions of children and young people in partner countries. It is necessary to come to a common understanding of the meaning of the term „Impact“ and the terminology used in collaboration with KMW.

The following is a brief explanation of the KMW's understanding of Impact and the corresponding terminology. For more detailed information, please consult the detailed explanatory text on the KMW's understanding of Impact. The glossary with explanations of the most important terms can be found in the appendix.

The effects of the activities/measures are the Outputs, the effects of the Outputs are the Outcomes/specific Objectives, the final effect of the Outcomes/Objectives we call IMPACT which is our final overarching Objective.

The KMW generally defines Impact as the changes caused by a project. The project's effects can be intended or unintended, positive or negative. During planning and implementation, you work towards the intended positive effects, which we call outcomes. However, during implementation it is important to check and take into account whether negative, unintended effects can significantly influence the success of the project. The instruments of monitoring and evaluation are used for this purpose.

In the impact-oriented project planning and application process at KMW, all causes of the main problem are first identified on the basis of the identified main problem (> Glossary) and the outcomes/changes that the project is to work towards are defined. When **planning**, it is advisable to start from the desired Impact and

work in a chain of effects from top to bottom as shown in the diagram. In other words, you first determine the desired Impact that the project or programme should contribute to and then work your way down in causal relationships via the desired outcomes to the activities and resources required to carry out the activities.

Implementation takes the opposite approach. Using material and human resources, activities are carried out that contribute to the achievement of a Result/Output. These are to be understood as products, goods and services that are provided by the project and which in turn cause the project to bring about positive changes in the living conditions of the beneficiary children, which we call outcomes.

Indicators, (on the output and the outcome level only), are necessary for monitoring during the project period and the ongoing review of whether measures have been implemented and if outcomes/specific objectives are achieved. The indicators must provide information on what makes it possible to observe or measure whether and to what extent changes have taken place.

Both the presentation of the project's understanding of its effects and the planning of results, activities, resources and indicators are essential components of the funding request to the KMW.

While the Theory of Change is used to capture and present the overall understanding of all possible effects in the project context (impact logic), the logframe is used to plan activities etc. in concrete terms on the basis of this understanding of effect, to present them in the logframe and to monitor the positively intended effects in the logframe using their indicators over the course of the project.

8. Attachments

Copies of the following documents are enclosed:

- Cost and financing plan
- Logframe
- Bishop's statement relating to the legal entity and project content (original)
- Statutes of the NRO
- Current registration certificates of the legal entity
- Organisational chart of the legal entity
- Child protection policy
- Concept note

If applicable:

- Procedure manual/financial guidelines
- Strategy or higher-level planning documents (e.g. 3-year plan, etc.)
- Baseline study
- Last annual report
- Last external evaluation report
- Further documents