

Guidelines for the Submission of Funding Requests

MISEREOR receives donations and subsidies from public and Church funds for its project promotion activities. As MISEREOR is accountable to its funders and donors, we require the following information on the organisations and projects we are requested to support. Furthermore, MISEREOR wishes to foster joint learning from outcome and impact oriented project implementation.

So would you please provide us with the information requested by answering **all** the key questions for each section shown in the column on the left hand side of the tables (see page 3 onward). To elaborate you are very welcome to additionally use the more detailed questions in the column on the right, though you need not answer all those questions individually.

The information you provide should describe your project briefly but precisely; should the project be approved the information will serve as a basis for a project contract between your organisation and MISEREOR that will be binding for further cooperation. The dialogue conducted during project implementation will refer to this initial information as a yardstick for joint assessment of the project's progress – based on the logic of the following questions:

- Sections 1 - 2: Why should something be done, who for and who with?
- Section 3: What kind of change should be initiated, how should this change occur and how should it be achieved in a way that is verifiable?
- Section 4: How can sustainability of the work of the project be ensured?
- Section 5: What funds will be used, and how?

Please ensure that your request (main body of text, not including annexes) does not exceed a maximum of **30 pages**; please number the pages.

To be on the safe side as regards timely submission of your request, please bear in mind that the screening and appraisal procedure takes **at least 6 months** at MISEREOR's end. This is because we need to involve a range of internal and external bodies in the process of appraising and approving a project.

In the course of this procedure adjustments may be made to the project description and to the cost and financing plan according to the requirements of our donors.

Please note that your request can only be considered if measures will **NOT** be started before the project has been approved.

Formal information

Please complete the cover sheet overleaf and submit the information and documents required.

These documents include the **written statement by the local Catholic Church**. MISEREOR supports development measures regardless of the ethnicity, religion or sex of the beneficiaries, in which connection it also cooperates with non-Catholic and non-Church-based partners. As an organisation of the Catholic Bishops' Conference in Germany, however, it is important for us to know what relationship your organisation has with the Catholic Church in your area. Normally we require a written statement from the Bishop of your Diocese or a specialised Church body authorised by him, indicating that the Church basically approves of the project for which you are requesting support. Please enclose this with your request for funding. If you are unable to do so, please inform us of this in your funding request, and briefly explain the reasons why.

PROJECT FUNDING REQUEST	
1.1	Project title
1.2	Project location/region
1.3	Planned funding period of the project
1.4	Legal Holder of the project <i>(organisation)</i>
	a) Name and legal form as registered:
	b) Postal address:
	c) Phone (landline and mobile) and fax:
	d) Email:
	e) Bank details
	Name of bank:
	Account holder:
	Account number/IBAN:
	SWIFT:
1.4.1	Official representative (authorised signatory) of Legal Holder:
	Name: Skype:
	Email: Phone (both landline and mobile):
1.4.2	Person responsible for financial management
	Name: Skype:
	Email: Phone (both landline and mobile):
1.4.3	Person submitting the request
	Name: Skype:
	Email: Phone (both landline and mobile):
1.4.4	Contact person responsible for the project (project coordinator)
	Name: Skype:
	Email: Phone (both landline and mobile):

Date/place: _____

Name of official representative of Legal Holder: _____

Signature of official representative of Legal Holder: _____



1. PROJECT RATIONALE – RELEVANCE OF THE PROJECT (1 - 3 PAGES)

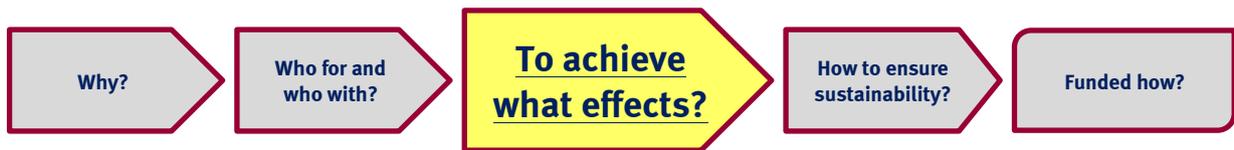
KEY QUESTION	<i>Of particular interest to MISEREOR</i>
<p>1.1 In what context does the project hope to achieve relevant changes?</p>	<ul style="list-style-type: none"> - Brief description of the characteristic features of the envisaged project region as relevant to the project (precise location of the project area, current geographic and demographic data, e. g. number and age distribution of population; climatic and geological conditions in the region; political, social and where relevant religious context, including any possibly existing conflicts etc.) - Brief description of the life circumstances of the population in the project area as relevant to the project (e. g. vital natural resources, economic base/livelihood systems of the population, gender issues, political, economic, social and cultural rights, including access to social services such as health and education, and social and political participation) - Which of the challenges that are evident from the description of the context will the project address? (⇔ Section 3)
<p><i>If this is a follow-on project or a continuation of a previous project¹:</i></p> <p>1.2 What lessons that you have already learned from your previous project work will the project for which you are now requesting funding build on?</p>	<ul style="list-style-type: none"> - <i>When was the previous project implemented, when was it or when will it be completed, and who contributed financially?</i> - <i>How many people (or households, if applicable) benefited from the project? To what extent were the objectives of the previous project achieved? When answering this question, please refer to the indicators used in the previous project.</i> - <i>Which other planned and unplanned (positive and negative) effects did the previous project help cause?</i> - <i>What conclusions do you draw from the previous project regarding the project for which funding is now being requested?</i>

¹ Here we are referring to lessons learned from any previous project by the implementing organisation, regardless of whether or not MISEREOR might have provided funding for a previous phase of the project for which funding is now being requested.



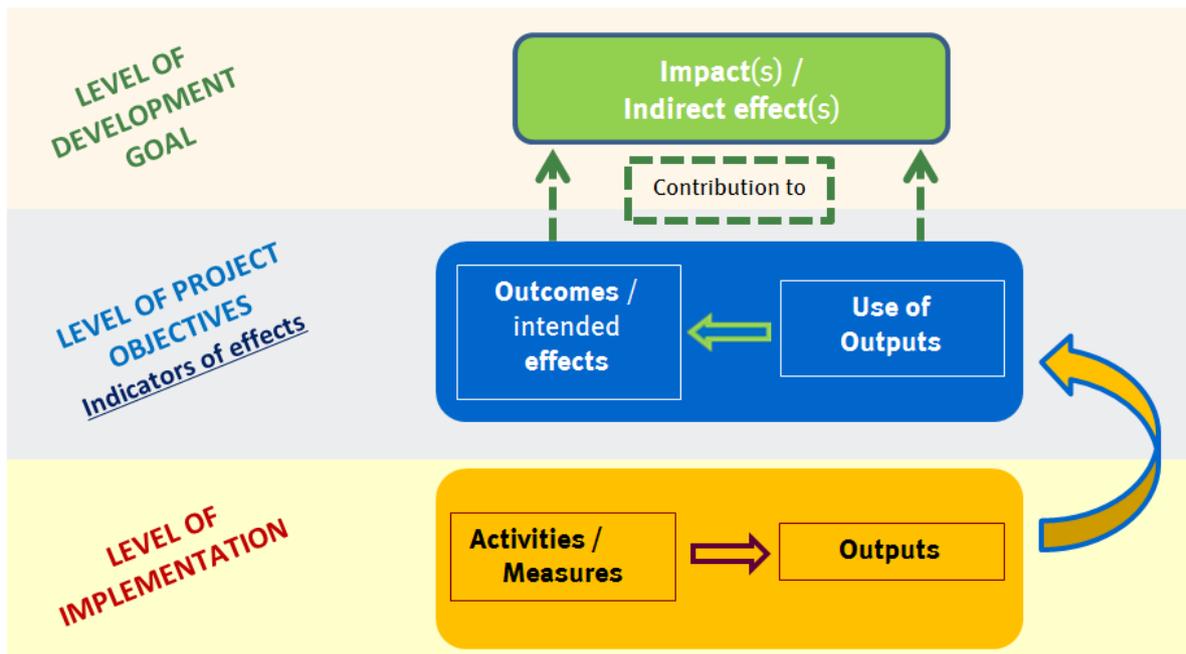
2. TARGET GROUP AND EXTERNAL STAKEHOLDERS (2 - 5 PAGES)

KEY QUESTION	Of particular interest to MISEREOR
<p>2.1 Who will be involved in the project? – Please describe the target/user groups</p>	<ul style="list-style-type: none"> - How many people (or, if applicable, households, groups etc.) do you hope to reach directly through the project, and how many indirectly? - Who do the project measures target <u>specifically</u>? Please describe the target groups, particularly with respect to age, gender, ethnicity, vulnerability or deprivation; this may also include groups of individuals who can act as intermediaries, and/or who are able to influence the life situation of disadvantaged people through their work (e. g. journalists or local decision-makers). - Why have these target groups been selected? How long have you been working with them for? - How were the target groups involved in planning the project? What do these groups themselves see as the main challenges they face? What changes would they like to achieve, what are their priorities? - How will the target groups be involved in implementing the project? How can project implementation take account of the specific life situations of women and men?
<p>2.2 Which other actors are relevant to implementation? – Please describe other external actors</p>	<ul style="list-style-type: none"> - Which other local actors might or will have a bearing on implementation of the planned project? Also (previous) projects or planned projects of third parties (state, national or international NGOs, other national or international organisations etc.)? - When implementing the project, will you be working with any other actors as project partners? What contribution will these partnerships make? - What (strategic) partnerships are conceivable in the medium term – and what additional competencies could this provide for your project?



3. EFFECTS-ORIENTED PROJECT IMPLEMENTATION AND OUTCOME AND IMPACT ASSESSMENT
(8 - 10 PAGES)

Please present your project proposal in the preferred planning format of your organisation. The schematic diagram below, and the concepts and terms we use in this context shown in Annex I, are designed to help you take into account MISEREOR’s logic of effects and supply us with the information we need.



	KEY QUESTION	Of particular interest to MISEREOR
Project strategy and planning ...		
Levels of goal and objective(s)	3.1 Which comprehensive changes is the project designed to help bring about? (goal/ impact[s])	Please summarise concisely in a single sentence the long-term change that your work aims to contribute to.
	3.2 What changes is the project intended to bring about by the end of the project funding period? On what scale? (project objective[s] / intended outcome[s])	Please confine your response to a few key project objectives (⇔ Sections 3.6 & 3.7) that can each be specified in a single sentence. The project objectives should represent changes in the lives or behaviour of the target groups; they should already be evident by the end of the project funding period. Where appropriate, the use of project outputs can be a first meaningful project objective.



	Key question	Of particular interest to MISEREOR
... Project strategy and planning ...		
Level of implementation / activities	3.3 What activities are planned to achieve the respective objectives? What outputs are they designed to generate?	<ul style="list-style-type: none"> - What activities will be implemented in order to achieve the envisaged changes/effects? Please specify the planned (packages of) activities and the products/outputs they are designed to generate and, where appropriate, attribute these to the specific project objectives. - In what time sequence are these activities planned? (Please attach a schedule.)
Theory of change	3.4 How are the planned activities expected to lead to the envisaged changes?	<p>Here you can describe your project strategy in more detail:</p> <ul style="list-style-type: none"> - What methodological approach will you pursue (e. g. participatory methods, animation methods, training of trainers and other disseminators etc.)? - What lessons learned from successful change achieved through project work is your approach based on? - What unexpected effects can occur (either positive or negative)? How do you intend to avoid negative effects (for instance with regard to gender, peace and conflict, the environment, civil society)? - What risks might jeopardise the achievement of the envisaged changes? What action can you take in response?
	3.5 With what project team do you intend to achieve your project objectives?	<p>Please provide an overview of all members of the team who you expect to have a responsible role in the implementation of the project, specifying each team member's</p> <ol style="list-style-type: none"> a) formal qualifications² b) employment status (payroll, volunteer, freelance) c) hours of work (full time or part time) d) planned task in the project (project management, project coordination, implementation of activities, monitoring, financial management and accounting). <p>Please also briefly describe the internal responsibilities/division of tasks specific to the planned project.</p>

² Project-related training needs can be mentioned here and included in the cost and financing plan.



KEY QUESTION	<i>Of particular interest to MISEREOR</i>									
... Outcome and impact assessment.										
3.6 What indicators will you use to observe whether project objectives are being achieved?	<p>The following points should help you define your indicators:</p> <ul style="list-style-type: none"> - What signs will indicate that the future situation of the target groups has changed relative to the situation at the beginning of the project? - Can this information be collected regularly and with little effort – where appropriate separately for specific groups and/or women and men? <p>Please present the indicators for each project objective in a table (see example below). Please confine yourself to a maximum of two indicators per objective that can be measured quantitatively or qualitatively and are directly related to the project objective in question.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Project objective 1: Xxx</td> <td style="width: 33%; padding: 5px;">Indicator 1a) Baseline value: Target value:</td> <td style="width: 33%; padding: 5px;">(If applicable) indicator 1b) Baseline value: Target value:</td> </tr> <tr> <td style="padding: 5px;">(If applicable) project objective 2: xxx</td> <td style="padding: 5px;">Indicator 2a) Baseline value: Target value:</td> <td style="padding: 5px;">(If applicable) indicator 2b) Baseline value: Target value:</td> </tr> <tr> <td style="padding: 5px;">Etc.</td> <td></td> <td></td> </tr> </table>	Project objective 1: Xxx	Indicator 1a) Baseline value: Target value:	(If applicable) indicator 1b) Baseline value: Target value:	(If applicable) project objective 2: xxx	Indicator 2a) Baseline value: Target value:	(If applicable) indicator 2b) Baseline value: Target value:	Etc.		
Project objective 1: Xxx	Indicator 1a) Baseline value: Target value:	(If applicable) indicator 1b) Baseline value: Target value:								
(If applicable) project objective 2: xxx	Indicator 2a) Baseline value: Target value:	(If applicable) indicator 2b) Baseline value: Target value:								
Etc.										
3.7 How will you organise your outcome and impact monitoring (M&E process)?	<ul style="list-style-type: none"> - Who will be involved in observing/collecting data for/measuring the indicator values for the planned changes? - How will you ensure that you/the target groups detect and measure any unplanned (positive and negative) effects? - How will you use the monitoring data when implementing the project (assessment e. g. of campaign results, project steering, information for local stakeholders etc.)? Who will be involved in assessing the data? - How will the lessons learned from the monitoring be applied during project implementation? - During the phase of the project for which funding is being requested, will you also review project progress by carrying out a self-evaluation or by commissioning an external evaluation³? 									

³ MISEREOR requires a mandatory external evaluation based on specific criteria. If your request is approved and the criteria are applicable, this will be agreed in the project contract.



4. OUTLOOK/SUSTAINABILITY (1 - 2 PAGES)

KEY QUESTION	<i>Of particular interest to MISEREOR</i>
<p>How will you ensure sustainability of achievements after MISEREOR has stopped providing funding?</p>	<ul style="list-style-type: none"> - How will you ensure the sustainability of the positive effects of the project? - What are the prospects that local project actors will continue possibly necessary activities once MISEREOR funding has ceased? How will you be able to determine that they have assumed ownership of the project? - At the end of the requested funding period, will further external support be required in order to achieve your envisaged long-term objectives/goals? If so, what kind of support and for how long? Can the project be continued under the responsibility of local actors? - What efforts are you and/or the target groups making in order to mobilise local sources of funding and contribute funds of your own/their own?



5. COST AND FINANCING PLAN

A sample Cost and Financing Plan based on this structure is attached hereto as Annex II.

- Please indicate first of all the requested **funding period**, and the planned starting date.
- The Cost and Financing Plan for which the request is being submitted should be drawn up **in your national currency**.

A) COST PLAN

1. **Construction costs** (site must be provided by the project partner as an extra-budgetary local contribution)
2. **Non-recurrent expenditure (investment)**
Procurement
2.1 ...
3. **Staff costs**
3.1 Permanent staff (by position), see Annex II for further details
3.1.1 ... *X persons at managerial level (project manager and coordinator)*
3.1.2 ... *Y persons (implementation level, e. g. social worker, agricultural extension officers etc.)*
3.1.3 ... *Z persons (auxiliary staff, e. g. bookkeeping, secretariat etc.)*
3.2 *Freelance contractors* (non-payroll staff, remuneration not including social security contributions)
3.3 Staff training costs
4. **Project Measures**
Recurrent expenditure
4.1 ...
4.x Staff travel expenses
4.y Outcome and impact assessment
5. **Project administration**
5.1 Auditing
5.2 ff. Office and administration costs
Etc.
6. **Evaluation**

B) FINANCING PLAN

- **Funding requested from MISEREOR/KZE**
- **Third-party contributions**
- **Monetary local contribution**

We would also like to draw the following points to your attention:

- The monetary local contribution and the monetary contributions made by other organisations (referred to as **'third parties'**) can only be made
 - a) within the approved project funding period, and
 - b) for the activities agreed on in the Cost Plan.Please indicate what firm pledges you have/how certain you are that these funds can be obtained.
- **Income** that will be received **from other German partners** must be highlighted. If possible, please ascertain whether these amounts are coming from public funds of state institutions.
- **The planned non-monetary contributions** (voluntary work, non-rateable transfers etc.) can be shown separately.

Annex I – ‘Effects’ and other related terms as used by MISEREOR

This annex explains what MISEREOR means when it uses the term “effects” and other related terms⁴:

1. What are effects?

- Changes in the living conditions and
- in the defining framework conditions of the target population
- Changes that were brought about by an intervention (of a project).

The products or services (outputs) the project itself delivers or offers **do not** constitute effects. Effects do emerge when people start using these products and services, which brings about change in their life.

Thus, “effects” is a general term to describe changes brought about by an intervention / a project (they can be positive or negative, planned for or unplanned). In the following chart it can be seen that “(intended) effects” can be observed at the level of both project objectives and overall goals.

MISEREOR differentiates between the Planning stage and the Implementation stage and defines different terms for the respective stages. The terms used in the planning stage find their terminological correspondence in the implementation stage, thus describing the same “change” yet from a retrospective.

Chart: Levels of the Planning and the Implementation Logic

Planning Stage (Proposal, funding request)		Implementation Stage (Report)	
Development Goal	Intended effects	Impact(s)	Actual effects
Project Objective(s) <i>may also include intended use of products/services</i>		Intended Outcome(s) Use of outputs (services or products) that the project makes available	
Outputs (products or services) (planned)		Outputs (products or services) (generated)	
Measures/activities (planned)		Measures/activities (implemented)	

⁴ Excerpt from the working aid (also designed for partners) “Introduction in Effect-Oriented into PME-Systems – a Compilation” (EQM 2013). This document is only available in English.

Annex II – Sample Cost and Financing Plan

Sample Cost and Financing Plan (also available as an Excel table at www.misereor.org)

Project Title

(The breakdown shown below is merely an example, and should be adapted to match your circumstances.)

Costs / financing	Funding by MISEREOR/KZE (in 'national currency')	Third-party contribution ^{*1} (in 'national currency')	Local contribution ^{*2} (in 'national currency')	Total (in 'national currency')
1. Construction costs (site must be provided by the project partner as an extra-budgetary local contribution)				
1.1 Site development costs	0,00	0,00	0,00	0,00
1.2 Costs of structure (shell construction, interior work)	0,00	0,00	0,00	0,00
1.3 Equipment, fixtures and fittings, building services	0,00	0,00	0,00	0,00
1.4 Costs of external works (paths, fences, gates, walls etc.)	0,00	0,00	0,00	0,00
1.5 Additional structures (further site development, generator building etc.)	0,00	0,00	0,00	0,00
1.6 Ancillary construction costs (architect's fees etc.)	0,00	0,00	0,00	0,00
Subtotal investment in construction	0,00	0,00	0,00	0,00
2. Non-recurrent expenditure (investment)				
Procurements (above EUR 500,00) - please itemise -				
2.1 Vehicles	0,00	0,00	0,00	0,00
2.2 Equipment and plant	0,00	0,00	0,00	0,00
2.3 Fixtures and fittings (separate from 1.3)	0,00	0,00	0,00	0,00
2.4 Other investments (e.g. purchase of licenses)	0,00	0,00	0,00	0,00
2.5 ... etc.	0,00	0,00	0,00	0,00
Subtotal non-recurrent expenditure	0,00	0,00	0,00	0,00
3. Staff costs				
3.1 Permanent staff (by position): Salaries incl. social security contributions per person. For part-time staff percentage of hours worked and gross salary as a corresponding percentage of full-time salary.	0,00	0,00	0,00	0,00
3.1.1 X persons at managerial level (project manager and coordinator)	0,00	0,00	0,00	0,00
3.1.2 Y persons (implementation level, e.g. social worker/agricultural extension workers)	0,00	0,00	0,00	0,00
3.1.3 Z persons (auxiliary staff, e.g. bookkeeping, secretariat etc.)	0,00	0,00	0,00	0,00
3.2 Freelance contractors (non-payroll staff, remuneration <u>not</u> including social security contributions, per person)	0,00	0,00	0,00	0,00
3.3 Staff training costs	0,00	0,00	0,00	0,00
Subtotal staff costs	0,00	0,00	0,00	0,00
4. Project measures				
<u>Recurrent expenditure</u>				
4.1	0,00	0,00	0,00	0,00
4.2	0,00	0,00	0,00	0,00
4.x Travel costs of personnel	0,00	0,00	0,00	0,00
4.y Costs of outcome and impact assessment	0,00	0,00	0,00	0,00
Subtotal project measures	0,00	0,00	0,00	0,00
5. Project administration				
5.1 Auditing	0,00	0,00	0,00	0,00
5.2 Premises: rent, energy, building maintenance	0,00	0,00	0,00	0,00
5.3 Communication: telephone, Internet etc.	0,00	0,00	0,00	0,00
5.4 Mobility: vehicle maintenance & operating costs	0,00	0,00	0,00	0,00
5.5 Consumables for operation, administration, logistics etc.	0,00	0,00	0,00	0,00
5.6 ... etc.	0,00	0,00	0,00	0,00
Subtotal project administration	0,00	0,00	0,00	0,00
6. Evaluation (by an external consultant commissioned by the Legal Holder)	0,00	0,00	0,00	0,00
Total	0,00	0,00	0,00	0,00

*1 Third-party contribution
Please state the amounts of firmly agreed monetary contributions toward the financing of the project to be made by other non-governmental or governmental organisations (please list all contributions separately).

*2 Local contribution
Please state the amount of your purely monetary (i.e. cash, bank transfer) contribution to the financing of the project. These funds must be capable of being included in your accounts.
Please note that we cannot recognise inputs of work or other services (e.g. the provision of rooms, buildings or facilities). If you plan to have any non-monetary contributions, please describe these separately.

Annex III – Data on the legal holder of the project

We require the following information from you as the legal holder of the project, or from the organisation you have commissioned to implement the project:

Legal representative:
Physical address:
Contact data:

A: ORGANISATIONAL STRUCTURE

- 1. Legal status**
- 2. Establishment / registration details**
- 3. Non-profit status**
 - yes
 - no
 - not relevant
- 3.1. Entitlement to receive foreign funding (only relevant e. g. for India due to FCRA ...)
- 4. Articles of incorporation in their original language and translated into a language used by MISEREOR**
- 5. Current organisation chart showing job titles and names of key personnel.** The chart should show both the operative and the supervisory/management levels.
 - 5.1. Names of the management and supervisory board members (or members of comparable decision-making and supervisory bodies)
 - 5.2. Frequency of meetings (please refer to corresponding paragraphs in the articles of incorporation)
 - 5.3. Number of meetings actually held in the last two years
- 6. Disposal of assets in case of dissolution** (please refer to corresponding paragraphs in the articles of incorporation)

B: CAPACITIES

- 1. Number of persons employed by the institution**
 - 1.1 of which staff employed in bookkeeping/finance
- 2. Information on annual income/expenditure**

e. g. annual financial statement, institutional reports (if available, otherwise please draw up matrices), for dioceses please note: distinction to be made between legal holder and implementing organisation, e. g. Caritas. Please also include here data on other non-governmental or governmental organisations that fund your work (please specify each organisation separately).
- 3. Overview of all activity of the legal holder of the project** (e. g. activity reports, annual reports etc.).