funding application form 2024

1. **INTRODUCTION**

This form must be used by organizations seeking funding support from Stiftung Jesuiten weltweit, Switzerland. Please submit a separate application for each proposed project. Please submit a recommendation letter of your provincial too.

Our project board meets two times a year. Please make sure to send us your application until the:

* 31st March for the first project board meeting
* 31st July for the second project board meeting

Please send your application to: prokur@jesuiten-weltweit.ch

|  |  |
| --- | --- |
| **Name of organization** |  |
| **Country** |  |
| **Project title** |  |

(Version 7.09.2023)

1. **ORGANIZATION DETAILS**

|  |  |
| --- | --- |
| Applicant name  |  |
| Name of organization |  |
| Full street address(**not** PO BOX) |  |
| City |  |
| Country |  |
| PO Box address |  |
| Applicant position title |  |
| Applicant email |  |
| Applicant phone (mobile and land if possible) |  |
| Please provide a copy of your organization's most recent audited financial statement |  |

1. **PROVINCIAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Provincial/Regional Superior |  |
| Email |  |
| Telephone |  |
| How are you connected to your local Jesuit province? |  |
| Please include a letter of endorsement/ support for the project from your Provincial/ Regional Superior. |  |

1. **CHILD SAFEGUARDING**

|  |  |
| --- | --- |
| Minimum requirements by Xavier Network concerning Child Safeguarding for supported projects1For further Information please visit <https://xavier.network/resources/child-safeguarding/> | **Requirement 1:** Does your organization implement a comprehensive child safeguarding policy and procedures which are signed off by their leadership or governance body?[ ]  Yes [ ]  No**Requirement 2**: Is there at least one designated person for child safeguarding appointed at your organization?[ ] Yes [ ]  No**Requirement 3:** Does your organization give an induction on the child safeguarding policy/procedures to all new personnel? [ ]  Yes [ ]  No**Requirement 4**: As a condition of employment, do personnel:* 1. Provide at least one written reference from a previous employer, if they have had previous employment and attempts are made to contact that employer and verify the reference[ ]  Yes [ ]  No
	2. Provide a police certificate (this is a requirement only for countries providing this service)[ ]  Yes [ ]  No [ ]  Not available in your country
	3. Sign an Acceptance Form indicating they've read, understand and will abide by the child safeguarding policy[ ]  Yes [ ]  No
	4. Sign a Self-Disclosure Form indicating if they have ever been convicted of a sexual or child safeguarding offence or are subject to an on-going sexual or child safeguarding investigation[ ]  Yes [ ]  No

**Requirement 5**: Is the Child Safeguarding Statement displayed where personnel and beneficiaries can view it indicating the contact details for the Child Safeguarding Officer (CSO) and/or Deputy CSO and the local statutory authorities?[ ]  Yes [ ]  No |
| If you have answered no to any of the above, please detail further and how you intend to meet that standard: |
| If a child (or vulnerable person) has a complaint/ or feedback to make regarding your project (including about staff/ stakeholders) how do they raise the complaint/ or feedback? How do you handle complaints? |

1. **PROJECT SUMMARY**

|  |  |
| --- | --- |
| Project title |  |
| Location of project area (district, town, region, country) |  |
| Project start date |  |
| Project end date |  |
| What are the needs the project intends to address? |  |
| What is the intended outcome of the project? |  |
| Total budget of project[[1]](#footnote-1) | Currency, Amount: |
| Total requested from Stiftung Jesuiten weltweit | Currency, Amount:  |
| Overview of the needed funds for multi-year projects | Currency, Amount:

|  |  |  |  |
| --- | --- | --- | --- |
| 2024 | 2025 | 2026 | 2027 |
|  |  |  |  |

 |
| When do you need the first installment (date)? |  |
| Who are the other donors and how much do they fund? What are they funding? *(proportion or amounts)* |  |
| Are the other donors secured? *If not, and if you cannot secure the planned donors, please advise your contingency plan, EG:** *Will the program be amended or reduced?*
* *Will you seek alternative funding? (what is your cut-off point?)*
 |  |
| Is this project new? *(If no, how long has the project been running?)* |  |
| Has this project received Jesuit funding before? *(If yes, please provide dates and overall financial value.)* |  |
| Do you have any unspent funds from Stiftung Jesuiten weltweit support from previous years? *(If so, please provide details)*  |  |

1. **PROJECT PLAN**

The information requested in this section can alternatively be provided in your own Project Plan document. Please note that if you do use an alternative template/ format we would like **all** of the information below.

**6.1. Project context**

|  |  |
| --- | --- |
| Briefly describe the context of the project. *This might include relevant summaries, data, key information about the:** *Population*
* *Demographics*
* *Socio-economic*
* *Languages*
* *Political situation*
* *Religion*
* *Environment*
 |  |

**6.2. Project justification and intended outcome**

|  |  |
| --- | --- |
| What are the needs the project intends to address? |  |
| What is the intended outcome of the project? |  |

**6.3. Project objectives and outputs**In the following tables we give you space to explain your project objectives and outputs. You can describe 1-4 objectives and outputs. If your project consist of one objective, feel free to delete the pages for objectives 2-4. If your project consists of more than four objectives, feel free to copy the tables below to further pages.

**Project objective 1**

|  |  |
| --- | --- |
| List the objective of the project * *For each objective include description, quantity, location and timing.*
* *To write the objective think about the specific change or changes that you expect to take place as a result of the project*
 | *(EG. A.* *By December 2024, to empower 50 women in Hazaribag with the skills needed to generate an income*) |
| Note the target indicators for each objective. *How will you know that the objective has been met?* | *(EG.* *A. At least 75% of women report the use of 2 or more key skills obtained during the business administration workshop in the past 2 months)* |
| Note the ‘means of verification’. *How will you know if the project is successful? What tools will you use to measure the indicators?* | *(EG.* *A. Participant survey / OR/ a story of Most Significant Change)* |

**Project outputs 1**

|  |  |
| --- | --- |
| List the outputs for the objective above* *What are the key deliverables and/or products that project activities will generate?*
 | *(EG.* A.1. *50 women in Hazaribag improve their skills in business management by attending 2 training workshops)*  |
| Note the target indicators for each output. How will you know that each output has been delivered? | *(EG.* *A.1. 50 women attend 2 training workshops in business management. At least 75% of women demonstrate increased knowledge in business management)* |
| Note the ‘means of verification’. What tools will you use to measure the indicators? | *(EG.* *A.1. Attendance list; pre- and post-workshop survey)*  |

**Project objective 2**

|  |  |
| --- | --- |
| List the objective of the project * *For each objective include description, quantity, location and timing.*
* *To write the objective think about the specific change or changes that you expect to take place as a result of the project*
 |  |
| Note the target indicators for each objective. *How will you know that the objective has been met?* |  |
| Note the ‘means of verification’. *How will you know if the project is successful? What tools will you use to measure the indicators?* |  |

**Project outputs 2**

|  |  |
| --- | --- |
| List the outputs for the objective above* *What are the key deliverables and/or products that project activities will generate?*
 |  |
| Note the target indicators for each output. How will you know that each output has been delivered? |  |
| Note the ‘means of verification’. What tools will you use to measure the indicators? |  |

**Project objective 3**

|  |  |
| --- | --- |
| List the objective of the project * *For each objective include description, quantity, location and timing.*
* *To write the objective think about the specific change or changes that you expect to take place as a result of the project*
 |  |
| Note the target indicators for each objective. *How will you know that the objective has been met?* |  |
| Note the ‘means of verification’. *How will you know if the project is successful? What tools will you use to measure the indicators?* |  |

**Project outputs 3**

|  |  |
| --- | --- |
| List the outputs for the objective above* *What are the key deliverables and/or products that project activities will generate?*
 |  |
| Note the target indicators for each output. How will you know that each output has been delivered? |  |
| Note the ‘means of verification’. What tools will you use to measure the indicators? |  |

**Project objective 4**

|  |  |
| --- | --- |
| List the objective of the project * *For each objective include description, quantity, location and timing.*
* *To write the objective think about the specific change or changes that you expect to take place as a result of the project*
 |  |
| Note the target indicators for each objective. *How will you know that the objective has been met?* |  |
| Note the ‘means of verification’. *How will you know if the project is successful? What tools will you use to measure the indicators?* |  |

**Project outputs 4**

|  |  |
| --- | --- |
| List the outputs for the objective above* *What are the key deliverables and/or products that project activities will generate?*
 |  |
| Note the target indicators for each output. How will you know that each output has been delivered? |  |
| Note the ‘means of verification’. What tools will you use to measure the indicators? |  |

**6.4. Project participants**

|  |  |
| --- | --- |
| Who will directly benefit from or be actively involved in the project? *(Provide also numbers of participants, if possible break down by sex, age, people with disability, any other relevant demographic)* |  |
| Who will receive some benefit without directly participating in the project? *(Approximate numbers and demographics if possible)* |  |
| Do children directly participate in this project? |  |
| How are children protected and kept safe while participating (directly or indirectly) in this project? |  |
| How have participants been selected to participate in the project? |  |
| Who made the selection? *(EG. Community members, leaders, minority groups, project staff, govt. officials)* |  |
| Were participants involved in the design of the project? If yes, how were they involved? |  |

**6.5. Proposed activities**

|  |  |
| --- | --- |
| Describe the key activities to meet the intended objective(s)* *If it is a multi-year project indicate the year the activity will occur.*
* *If the activity is for a selected segment or sub-group of beneficiaries note who for each activity.*
 | *(EG.* *1. Conduct two half-day workshops on business management skills training covering key topics and practical exercises etc)*  |

**6.6. Managing, monitoring and evaluation**

|  |  |
| --- | --- |
| Who is responsible for managing the project? |  |
| Who will be our contact person for the duration of the project? |  |
| How and by whom will the monitoring information be gathered?  |  |
| How is quality controlled? *(EG quality of services; quality of construction)* |  |
| What feedback mechanisms are in place for beneficiaries to voice their opinions? |  |
| How will gathered data and information be used for learning and to further adapt your project design?  |  |

**6.7. Project Risks & Mitigation Plan**

|  |  |
| --- | --- |
| Note the project risks and challenges.  |  |
| For each, note the strategies you will use to mitigate the risk. |  |

**6.8. Long-term planning**

|  |  |
| --- | --- |
| Please share some information regarding your long-term strategy and plans for sustainability of the project and outcomes. |  |
| How long do you envisage this project will run? Do you have an exit plan? (Please share as much information as you can about long-term plans for this project and this community.) |  |

**7. Budget**

Please attach your complete budget (an excel spreadsheet is our preferred format). If your request for funding is multi-year, a detailed budget is only required for Year 1, with overall indicative figures for the following year/s. Please note the currency in your budget.

Please make clear for us, for which parts of the budget our funding will be used.

**8. Bank information**

|  |  |
| --- | --- |
| **In which currency do you wish to receive our funding?** |  |

|  |  |
| --- | --- |
| **Bank Name:** |  |
| **Bank Adress:** |  |
| **Country:** |  |
| **Account Currency:** |  |
| **Account Number:** |  |
| **IBAN Number:**(if available) |  |
| **IFS-Code:** (if available) |  |
| **Swift Code:** |  |
| **Name and Address of Account Holder:** |  |
| **Further instructions for transferring funds:**  |  |

Please give us the following information if an Intermediary bank will be involved in the transaction.

|  |  |
| --- | --- |
| **Intermediary Bank:**  |  |
| **Address Intermediary Bank:** |  |
| **Account Currency:** |  |
| **Intermediary Bank Account Number:** |  |
| **ABA-Code**(if available) |  |

1. Please insert the whole budget for the whole duration of the project. **Please calculate your budget in the currency in which our funding shall occur**. We welcome multi-year project proposals. [↑](#footnote-ref-1)