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](mailto: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 projects1  For further Information please visit [https://xavier.network/ resources/child-safeguarding/](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**

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| --- | --- |
| 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)