**Guidelines on the Submission of Funding Requests to Misereor**

Thank you for expressing interest in cooperating with us. We will be happy to examine the possibility of supporting your work and would like to enter into a dialogue with you on this subject.

These guidelines have been developed to facilitate this dialogue and to assist you in preparing your funding request. We ask for your understanding that some questions have been included in order to meet our accountability obligations to our donors and supporters. We would be grateful if you used the text boxes in the below funding request form for filling in your data. Afterwards, please send the completed form and the required annexes back to us. The annexes we require include the Excel spreadsheet containing the Cost and Financing Plan of annex 1 and the filled-in Annex 2. Annex 3 is for information purposes only and contains guidelines to be followed. You will find the annexes at the end of this document.

The funding request form is designed to provide a brief and precise description of your project and your idea/vision of the envisaged change (maximum 10 pages). If your funding request is successful, the information contained therein will form the basis of the cooperation agreement between your organisation and Misereor. Please bear in mind that it can take up to six months to examine your funding request, clarify outstanding issues, discuss necessary adjustments and – in the event of a positive decision – to grant approval. Activities carried out before the approved project commencement date cannot be funded.

The guiding questions are grouped as follows:

1. Formal information
2. Description of the project (why, what, with or for whom, envisaged change or effects)
3. Sustainability and long-term viability of the project
4. Funds required and intended use; possible own contribution or third-party contributions.

Misereor supports development measures regardless of the ethnicity, religion or gender of the beneficiaries. We cooperate with both Church-based and non-Church-based partners. However, as a Church-based development agency, we require a short, written statement indicating cognizance of the proposed project by the management of the local Catholic Church. If you are unable to provide this, please inform us in your funding request and briefly explain the reasons why.

(1) In the FORMAL INFORMATION section, please provide the information as requested in the form.

(2) In the DESCRIPTION OF THE PROJECT section, we ask you to answer the following questions, based on an analysis of the context and situation: *What needs to be done? Where? Why? With whom and for whom?* Please also indicate the changes and effects the project aims to achieve.

2.1. In order to concisely describe the SITUATION AND CONTEXT in which the project takes place, it is important that you choose characteristics that relate to the project-specific context. The following aspects could be relevant for the brief description: problem perception and possible solutions put forward by the target groups, vital natural resources, socio-economic basis, geography and demography, involvement in political and social change processes, participation and rights, existing conflicts, gender aspects, access to health care and education. We suggest that you summarise the information relevant to the project and its intervention logic on one page if possible. Please also briefly address the possible potentials and strengths of the beneficiaries.

(2.2.) If you are requesting funding for a follow-up project, please also answer the corresponding questions.

(2.3.) In the description of the TARGET GROUPS, please distinguish between the direct and the indirect target groups and consider the different gender perspectives.

If possible, include a table with information on the target groups’ age, gender, ethnicity, vulnerability and marginalisation. We would also like you to briefly indicate whether you are already working with the target groups and to what extent the target groups are involved in the project design.

(2.4.) We would like to know if there are other actors on site relevant to the implementation of the project. If so, might overlaps occur or opportunities for synergies and/or cooperation arise?

(2.5.) We would be grateful if you could present your project in the structure shown in the attached plan. This will make our work much easier. After you have formulated a vision for your project and determined the project objectives you want to achieve, please define indicators against which to measure the achievement of each project objective. Please also address the project’s contribution to gender equality. In addition to describing the objectives, measures/activities and indicators, we would also like to know what intervention logic you intend to apply in your work. Therefore, please also briefly explain this intervention logic/ strategy and the methodological approach of the project.

(2.6.) Here we are interested in the STAFF who will carry out the project. For each staff member state whether they work on a permanent or a fee basis.

(2.7.) We now turn to the OUTCOME AND IMPACT ASSESSMENT. In addition to indicator monitoring, this also concerns INSTITUTIONAL LEARNING and SHARED REFLECTION within the team and with the target groups. We are open to flexible project implementation provided the outcome and impact assessment and new lessons learnt lead to modifications and improvements in implementation methods. However, it is necessary to consult us on this, and documentation is required in the form of a request for alteration. A project evaluation can be proposed by either party and should be mentioned in the measures/activities and in the Cost Plan. In the context of our cooperation, evaluations are obligatory in certain circumstances. If this is the case, the cooperation agreement will include the required information.

(3.) The question of PERSPECTIVES, SUSTAINABILITY and LONG-TERM VIABILITY arises at the beginning of each project. It is clear that complex change processes cannot be completed within three years, which is why Misereor also supports projects for more than three years. However, projects should be designed from the outset to be sustainable and transformative and to strengthen ownership by the target groups.

(3.1.) The aim here is to assess how to secure the sustainability of the project’s EFFECTS and successes in the LONG TERM, and whether the target groups will be able to carry out the project activities without external support in the future.

(3.2.) In view of ongoing climate changes and other planetary crises, it is important that we know how the project – based on your socio-political vision and the envisaged changes – intends to contribute to SOCIO-ECOLOGICAL TRANSFORMATIONS with a view to LONG-TERM VIABILITY.

(4.) Finally, we come to the COST AND FINANCING PLAN and the FUNDING REQUIREMENTS of the project. An Excel spreadsheet in the annex to the funding request form gives an example of how to structure the Cost Plan. It is also important for Misereor that you provide – as far as possible – proof of the Legal Holder’s own contribution or third-party contributions (at least 30% of the total costs if possible). For this reason, we ask you to provide your own monetary contributions or third-party contributions wherever possible and to take this systematically into account when drawing up your budget.

**Funding request form**

**1. FORMAL INFORMATION** (max. 1 page)

|  |  |  |
| --- | --- | --- |
| **1.1** | **Project title** | Click or tap here to enter text. |
| **1.2** | **Project location/region:** | Click or tap here to enter text. |
| **1.3** | **Planned funding period of the project** | Click or tap here to enter text. |
| **1.4** | **Legal Holder of the project** *(organisation)* |
| a) | Name and legal form as registered:  | Click or tap here to enter text. |
| b) | Postal address: | Click or tap here to enter text. |
| c) | 1. Phone (land-line), 2. Mobile, 3. Fax (*please provide country and area codes*) | Click or tap here to enter text. |
| d) | Email:  | Click or tap here to enter text. |
| 1.4.1 | Persons with legal responsibility (official representative and their deputy) – if you intend to have the cooperation agreement signed by a third party or the funding request is submitted by a third party, please also provide information on these persons:  |
|  | Person 1 (please provide information on both persons) | *Please provide country and area codes for all phone numbers* |
|  | Name: | Click or tap here to enter text. | Phone (land-line): | Click or tap here to enter text. |
|  | Email: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
|  | Person 2 (please provide information on both persons): |
|  | Name: | Click or tap here to enter text. | Phone (land-line): | Click or tap here to enter text. |
|  | Email: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| 1.4.2 | Persons responsible for financial management: |
|  | Name: | Click or tap here to enter text. | Phone (land-line): | Click or tap here to enter text. |
|  | Email: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |
| 1.4.3 | Contact person responsible for the project (project coordinator): |
|  | Name: | Click or tap here to enter text. | Phone (land-line): | Click or tap here to enter text. |
|  | Email: | Click or tap here to enter text. | Mobile: | Click or tap here to enter text. |

**2. DESCRIPTION OF THE PROJECT**

**2.1. Context and situation analysis** (max. 2 pages)

2.1.1 Please provide a short description of the project area and indicate the characteristics most relevant to the project.

2.1.2 Please provide a short description of the living conditions of the population in the project area as far as they are relevant for the project.

2.1.3 Which of the challenges that are evident from the context description does the proposed project address?

2.1.4 What are the local potentials and strengths (social cohesion, degree of organisation, local expertise and good practices, etc.) with a view to the envisaged changes?

Click or tap here to enter text.

**2.2. In the case of a follow-up project** (max. 1 page)

2.2.1 When did/does the forerunner project start and end? By whom was/is it funded?

2.2.2 Please provide specific details of results/effects of the forerunner project and, in particular, information on any processes that were initiated and ideas about how to proceed.

2.2.3 What conclusions do you draw from the forerunner project and, if applicable, its evaluation?

Click or tap here to enter text.

**2.3. Target groups of the project** (max. 1.5 pages)

2.3.1 Please describe the target groups to be reached by the project including the number of targeted people or households (where appropriate, include a table listing age, gender, ethnicity, vulnerability or marginalisation, households, groups).

2.3.2 If the project addresses other persons in addition to the target groups (e.g. local decision makers), please provide a short description of these persons.

2.3.3. Do you already work with the target groups, and were/are the target groups involved in developing the project concept?

2.3.4 To what extent does the project take different gender perspectives into consideration? To what extent does it aim to bring about structural changes for more gender equality?

2.3.5 To what degree are the people involved in or reached by the project organised?

2.3.6 What challenges are perceived by the target groups with regards to their situation?

Click or tap here to enter text.

**2.4. Other relevant organisations and actors** (max. 0.5 pages)

2.4.1 What other organisations or actors relevant to the implementation of the project are present in the region, and where do you expect that activities might overlap or lead to cooperation or synergies (please list them in a table if applicable)?

2.4.2 How do you plan to facilitate exchanges with other actors working in similar thematic or socio-economic fields – possibly outside your direct geographic context?

Click or tap here to enter text.

**2.5. Project planning** (max. 4 pages)

2.5.1 What overarching and long-term positive changes does the project aim to bring about (vision, goal, impact)? – Please describe the envisaged change in a single sentence if possible.

2.5.2 What specific changes is the project to bring about by the end of the funding period (project objectives, outcomes)? – Please summarise your explanation for each project objective in a single sentence. If possible state a maximum of three objectives.

2.5.3 Indicators are needed in order to assess the outcomes and impacts of the project. Please define qualitatively or quantitatively measurable indicators (if possible, max. two or three indicators per project objective).

2.5.4 For each indicator, please state the baseline situation and the intended target situation (unless the intended target situation is already described by the indicator).

2.5.5 Based on the project vision and objectives, the measures should be grouped according to the respective project objectives (where appropriate, more detailed information on the measures and the corresponding time schedule can be added in tabular form in an annex).

2.5.6 What is the strategy / intervention logic or the methodological approach of the proposed project?

Click or tap here to enter text.

**2.6. Project staff** (max. 1 page)

2.6.1 Please provide a list of all project staff showing their employment status, whether they work full-time or part-time and what their responsibilities in the project are. Please also list any freelance contractors and volunteers working in the project.

2.6.2 In the case of a follow-up project proposal: are there changes in the composition of the team as well as to their individual tasks and responsibilities?

Click or tap here to enter text.

**2.7. Outcome and impact assessment, learning and shared reflection** (max. 1 page)

2.7.1 How do you plan to assess the outcomes and impact of the project? Who is responsible for monitoring the indicators?

2.7.2 How do you plan to integrate lessons learnt from the outcome and impact assessments into the ongoing project?

2.7.3 Do you intend to assess project progress by means of an (assisted) self-evaluation and/or external evaluation?

Click or tap here to enter text.

**3. PERSPECTIVES AND SUSTAINABILITY, LONG-TERM VIABILITY OF THE PROJECT**

**3.1. Perspectives and sustainability** (max. 1 page)

3.1.1 How will you ensure the sustainability of the project’s effects and successes?

3.1.2 Do you intend to hand over ownership of the project to the target groups in the future? How do you plan to do this?

3.1.3 What is needed in order that the project can be continued under the responsibility of local actors in the medium term? Will you / the target groups be able to mobilise local sources of funding or contribute your/their own funds?

Click or tap here to enter text.

**3.2. Socio-ecological transformation** (max. 1 page)

3.2.1 Based on your socio-political vision and the changes the project is to bring about, please indicate how the project contributes to sustainable socio-ecological transformation.

3.2.2 To what extent does the project enhance target group resilience to current and future risks?

Click or tap here to enter text.

**4. COST AND FINANCING PLAN AND FUNDING REQUIREMENTS** (max. 1 page + the Cost Plan)

**4.1.** Please draw up a Cost and Financing Plan in your national currency (see example in Annex 1).

**4.2.** Please indicate the proposed funding period and the planned commencement date of the project.

**4.3.** In the Financing Plan, please indicate:

i) the local monetary contribution,

ii) monetary third-party contributions,

iii) the funding requested from Misereor/KZE.

**4.4.** Do you have a fundraising plan? If yes, please include this in an annex to your funding request. If not, do you intend to develop a fundraising plan during the funding period? Have you budgeted for the necessary resources?

Click or tap here to enter text.

ANNEXES TO THE FUNDING REQUEST

Annex 1

[Cost and Financing Plan](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/en/financial/annex-cost-and-financing-plan-to-the-guidelines-for-the-submission-of-funding-requests.docx), [Sample of Cost and Financing Plan](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/forms/en/EA_AL_E_M_Sample_Cost_and_Financing_Plan_01.xlsx)

Annex 2

[Legal Holders Database – Data Input Sheet](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/forms/en/project_applications/Annex_Data_of_the_legal_holder_to_the_Guidelines_for_the_Submission_of_Funding_Requests.docx)

Annex 3

[Construction](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/en/construction/Documents-and-information-required-by-KZE-on-proposed-building-measures.pdf) and [hydraulic engineering](https://www.misereor.org/fileadmin/user_upload_misereororg/cooperation/forms/en/water/Annex_Water_Infrastructure_to_the_Guidelines_for_the_Submission_of_Funding_Requests.docx)