

REMARKS FOR THE SUBMISSION OF THE APPLICATION

- *Deadline for Application is the 31st August every year (For projects to be executed in the following year)*
- *Initially the application should be sent as an e-mail to the following address:
info@weltnotwerk.de*
- *Please also send the attachments in an e-mail, further information you can find at the end of this document.*

REMARKS HOW TO FILL IN THE APPLICATION

- *Please fill in ALL the white boxes, NEVER fill in the gray boxes.*
- *If you are uncertain: Please note the question or remark in the white box.*

Project title:				
Intended project budget in local currency:				
Year	Total costs for Project-executing Organization	Contribution of Project-executing Organization	Third party contribution	Request for Funding of Project-Sponsor (Weltnotwerk + Project Partner e.g. KAB)
20..				
20..				
20..				
Total amount in local currency				
in euro				

Project number		Date of receipt at Weltnotwerk	
Project title - short form			
Remarks of Weltnotwerk			

Project Funding by Weltnotwerk in euro

Year	Requested amount	Administration fee	Total costs Weltnotwerk	Grant of Project Partner in Germany	Share of Weltnotwerk	Thereof: estimated refinanceable
Σ						

Potential grant donors	KZE		
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A) General Information – also in case of a 2nd application the description has to be filled in by the project-executing organization -

PERSONS RESPONSIBLE FOR THE PROJECT			
		Applicant = Project-executing Organization	Project Partner (e.g. KAB etc. from Germany)
1	Name of the Organization		
	Address		
	Country		
		Elected Chairperson of the Organization (No.1)	First person in charge
2	Position		
	Name		
	E-mail		
	Phone / Mobile		
		Elected Vice-chairperson or treasure of the Organization	Second person in charge
3	Position		
	Name		
	E-mail		
	Phone / Mobil		
		Project Manager (responsible for the execution of the Project)	Official Project contact Person
4	Name		
	Address		
	Phone / Mobile		
	E-mail		
	Institution		
	Position		
BANK ACCOUNT			
5	Account holder		
6	Signatories (minimum 2 persons)		
7	Bank account number		
8	Bank account currency		
9	Name of Bank		

10	Full bank address (postal and telephone data) + eventually branch	
11	BIC of this bank	
12	IBAN (if available) +CCI (in Peru)	
THE ORGANIZATION		
13	Legal form	
14	Proceeding according the statute dated	
15	Date of foundation:	
16	Number of Members	
17	Number of local groups (e.g. base group)	
18	Names and tasks of all executive committee members (e.g. national direction, executive)	
19	Internal financial supervision (by whom or what kind of system?)	
20	External financial supervision (by whom?)	
21	General organization aims	
22	Is the organization a KAB/CAJ? If not: Which relation exists between the organization and the KAB/CAJ?	
23	Please describe the organizational structure (if available please insert or enclose an organization chart)	

Please insert or enclose a picture or the logo of the organization here!

B) Description of the Project – also in case of a 2nd application the description has to be filled in by the project-executing organization -

GENERAL INFORMATION	
1	Project or event title
2	Project duration
3	Country /region/location
4	Please give a <u>short</u> overview on the project environment (including geographic, politic, social, demographic, economic and religious situation)
5	How many people live in the project area? (estimation)
6	<u>Brief</u> description of the fundamental project idea/ topic(s) of the event:
7	How did the idea for the project arise? Why is the project necessary?
8	Which persons, experts and committees were involved in developing the project idea? How did they cooperate in the preparation phase?
9	Which committee took the decision to carry out the project?
PREVIOUS PROJECTS	
10	Have there already been similar projects? E.g. with the same targets, similar topic, managed by the same project-executing organization or another organization, with the same goal? What is the current level of education/ the current knowledge about the topic of the project?
11	What are and were the achievements of the projects? What kind of obstacles obstructed the project work? What can be learned from this for further project work?

TARGET GROUP	
12	Who are the targets? (Please also estimate the number of persons.).
13	Is the project expected to target especially men or women or a selected age group? If so, why did you select this group?
14	Who is expected to benefit directly/indirectly from the project?
15	For which other groups is the project/the event etc. also important and why? (Apart from the persons stated in question 12.)
16	What could be the negative impacts of the project?
17	Will the situation of the targets change in the following 5 till 10 years?

18	PROJECT OBJECTIVES AND MEASURES				
<p>As objectives should be described, what should be achieved with the project. As measure we name the means to achieve the different objectives. What do you do in order to achieve the objective? Please adapt the number of lines for objectives and measures as you need it. (Maybe you have planned 5 objectives, for one objective you have 2, for other 4 measures? Or you have two objectives with 5 measures for each of them? etc.) It is important, that the measures can clearly be assigned to the objectives. The numbering (a number for each objective and for the accompanying measure the same number with different letters) should demonstrate this correlation. The costs for the different measures are presented in the form PM03. The measures need to have the same numbers here.</p> <p>There is already an example (incomplete!) for clarification. Please adapt it to the organization, complement or delete it. This example is also used in PM03 as explication.</p>					
Nr.	Objective	Justification of the objective	Nr.	Measures/Activities	Description of the measures (e.g. content and education methods in seminars/workshops, etc.)
1	General functionality of the organization	The general functionality of the organization is a requirement for all of the following activities and projects of the organization. Our work should bear fruit sustainably, therefore it is important, to guarantee the functionality year by year.	1a	Office	In the office should be executed the general administration. Besides it serves as meeting place.
			1b	Personal	The personal should give professional advice to members and base groups and support them.
			1c	Meeting of the national direction	The meeting of the national direction serves inter alia for the coordination of the activities.
			1d	Assembly of the members	The assembly of the members sets the guidelines for the work. Here are taken decisions and reports are presented and

					discussed.
			1e		
2			2a		
			2b		
			2c		
			2d		
			2e		
3			3a		

IMPLEMENTATION																																																																																																																																																																																																																			
19	<p>Timetable for the execution of the activities of the project. Please mark with crosses; take the numbering from the previous table (Question B 18); eventually add other lines.</p> <table border="1"> <thead> <tr> <th>Measure</th> <th>January</th> <th>February</th> <th>March</th> <th>April</th> <th>May</th> <th>June</th> <th>July</th> <th>August</th> <th>September</th> <th>October</th> <th>November</th> <th>December</th> <th>Next Year</th> <th>Year after next year</th> </tr> </thead> <tbody> <tr><td>1a</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1b</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1c</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1d</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1e</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2a</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2b</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2c</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2d</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2e</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3a</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3b</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3c</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Measure	January	February	March	April	May	June	July	August	September	October	November	December	Next Year	Year after next year	1a															1b															1c															1d															1e															2a															2b															2c															2d															2e															3a															3b															3c														
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20	What are the implementation risks?																																																																																																																																																																																																																		
21	Please list the key persons and/or organizations which will be engaged in the project with their duties and responsibilities.																																																																																																																																																																																																																		
22	Who will provide professional advice on-the-scene during the project period?																																																																																																																																																																																																																		
SUSTAINABILITY																																																																																																																																																																																																																			
23	Which long-term benefits do you expect?																																																																																																																																																																																																																		
24	What upcoming costs could there be after the project funding period? How do you plan to finance them?																																																																																																																																																																																																																		
25	How will the project affect the partnership to the KAB partner?																																																																																																																																																																																																																		
26	What will be the effects on gender justice?																																																																																																																																																																																																																		
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28	What will be the effects on social justice?																																																																																																																																																																																																																		

FINAL REMARKS:

The following documents have to be submitted, at first digitally (e.g. as .doc or .pdf) so that the decision maker can get a complete impression of the applicant and the project (also in cases of following applications):

- This Application (PM02) as .doc
- The last page of the application (PM02) has to be signed (for that print the form, sign it and scan)
- The plan of income and expenses of the *project* (Use form PM03)
- Actual statute of the project-executing *organization*
- Actual budget plan of the project-executing *organization*

Place, Date (DD/MM/YYYY)	
Signatures	
First elected chairperson of the Project-executing Organization	
Vice-chairperson / treasure of the Project-executing Organization	
Project Manager	