

## Call for proposals 2022 – QUESTIONNAIRE (key Information)

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This questionnaire will help you to describe your project briefly and clearly. Please answer and check all the following key questions on the next pages shortly. The information should describe your project briefly but precisely. The proposal has to be in English.

**Please get in contact with the e-mail [project@naechstenliebe-weltweit.de](mailto:project@naechstenliebe-weltweit.de).**

**Date:**

**Contact details:**

- Project title
  
- Location / region
  
- Legal holder of the project / congregation
  
- **Who is responsible for the project?**  
( + Address, phone- and mobile number, skype contact, WhatsApp, email address)
  
- **Contact person for NLW**  
( + Address, phone- and mobile number, skype contact, WhatsApp, email address)
  
- **Bank details**  
(Bank name, address, SWIFT code, account No/IBAN , name of account holder)

## NAECHSTENLIEBE WELTWEIT

- If you have a correspondence bank: SWIFT code and account No/IBAN

### Tell us what the project is about

- Category
  - Nutrition
  - Medical help
  - Women empowering
  - Water
  - Health and sanitation
  - Income generating
  - Catastrophe
  - School / Vocational training
  - Orphanage
- Planned funding period of the project:
  - Program (3-4 years)
  - Project (1-2 years)
- What amount is requested? (in EURO and your local currency)
- Why is the project initiated? What problem should be solved?
- What activities are planned and how do they lead to your objectives?
- What change should occur for the beneficiaries and the region (objectives)?
- For whom is project initiated? Beneficiaries - how many directly and indirectly? Tell the number of direct beneficiaries!

**Provide the following items to raise the funds for your project:**

**I will provide the following**

- Emotional human touch stories from children / women / families, the stories behind the project.
- Meaningful pictures showing the needs of the beneficiaries in a dignified way.  
(Printable and sharp pictures: the data volume has to be minimum 1 MB and in the format of jpeg or gif. Please do not include pictures into a word document.

**Reporting:**

- I agree** to document the progress of the project regularly with meaningful pictures and a small interim report. As soon as the project is completed, I will send a final report and the required proof of expenditure which should be according to the request.
- I agree to** send a copy of the invoice with the final report.
- I will** send the requested receipt and a bank statement as soon as the money is in my account.

## Call for proposals 2022 – GUIDELINES (additional project information)

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This part shall help you to describe your project precisely. If you have no answer to the question just tell why not. If you have any further relevant information about the project, please fill in.

Please get in contact with the e-mail [project@naechstenliebe-weltweit.de](mailto:project@naechstenliebe-weltweit.de)

### General guidelines (advice) to assist your application

#### 1. Experience:

Is this your first application for funding ever / to NLW?

Yes / No - tick as appropriate. If your answer is “no” please give details of previous projects applications with date etc. If your answer is “yes” you will be on a learning curve and you will soon learn! Everyone has to take a first step.

- Yes
- No, give details of previous projects

#### 2. Project implementation:

Are you familiar with project implementation? Yes / No - tick as appropriate. If “yes” give brief details, for example names of donors, type of project, amount and date of application etc.

- Yes, give details of previous projects
- No

#### 3. Expertise:

Do you and your organization have the required experience to implement this project? State briefly your experience, background and skills and any other relevant details.

#### 4. Strategic plan:

Does your organization have a strategic plan Yes /No - tick as appropriate. Include copy if available.

- Yes
- No

#### 5. Project leader:

State briefly his/her experience and qualifications or both.

## **6. Continuity of project leader:**

Is there an assurance that he/she will be attached to this project until the project is completed? In the event of he/she not being available to complete the project will there be a person available with the equivalent qualifications and experience to take over from the project leader? If so, please provide name and position of this person.

## **7. Preparing for transition:**

In relation to long term programs in your organization, is there a plan for training personnel for taking over programs and to understudy the present incumbents. If yes briefly describe. (Transition).

## **8. Leadership approval:**

Does your project have the approval of the provincial/congregation leader showing full confidence in the project leader? Recommendation from the provincial leader, bona fide and knowledge from successes and failures.

## **9. Project justification:**

Describe the nature and reason for the project (problem) and the activities you plan to overcome the problem(s) stated (objectives). It is important to name the group, organization or community that identified the problem. Are they willing to participate in the activities etc.? All projects work on the premise that everything will be straight forward without a hitch. This is often not the case. A good suggestion is to think about what can go wrong and why. There are always risks so try to see what you can do in your planning to mitigate possible risks.

Recommend that project leaders undertake training in project cycle management.

## **10. Time frame:**

The application must show the project time frame giving dates for commencement and completion of projects.

## **11. Networks:**

Name the networks with which now or in future you intend to be involved stating whether they are local or regional or otherwise. Is there any future possibility of cofounding? Or sharing of expertise and insights etc.? Is this partner approved as NGO? Show the experience of this partner.

## **12. Cross cutting issues:**

What are the crosscutting issues in this project? Examples: HIV awareness, gender, challenged. In construction projects, have you have to consider the environment? Including drainage, avoiding erosion, trainings for children and participants etc. (see 18. Protection of environment)

## 13. Budgets:

These must show estimates of costs and relevant quotations from reliable suppliers with original invoices. Items required must match the headings for activities.

Recommendation: Training in Financial Management is becoming more pertinent and good oversight from the leadership of the organization.

## 14. Construction projects:

- These must contain the plan of the architect, official approvals, construction phases, planning permission with civil approval required in association with the intended construction.
- Problems specific to locations need to be addressed for example subsidence.
- Is there an independent qualified architect/engineer supervising the work and making the necessary reports to leadership and management?
- Who is the owner of the site where building is being constructed?
- How will you maintain the building?
- Have insurance policies been taken out and for what?
- Have all factors for the house have been taken into account such as capacities for expected electricity consumption and resulting electricity connections, water connections, number of rooms, bathrooms, etc. necessary for the purpose of the building?
- Are all costs included?
- Is there an audit for the expenditures at the end?
- Has construction already begun? How long has it been? What problems could arise?
- Is there a financing co-partner? If yes who?
- NLW has no responsibility for what happens on the site, for example an accident.

## 15. Income-generating projects:

Please provide detail regarding the utilization of the projected income streams for the applicant organization and the individual beneficiaries.

Please provide the planned timeframe of the project.

Explain how the project will be reviewed or evaluated as to whether the activities were successful for the beneficiaries, within the first year and in the following year.

## 16. Location:

Where is the project located? Precise location, map and climate conditions.

## 17. Child protection policy:

What are you doing to protect the children and especially girls?

What are your measures to avoid any kind of abuse?

Do you plan training for children, teachers and employees for example like drivers who come in contact with children? Do you have a written acknowledgement? Please provide.

- This is now highly important aspect of all projects/programs so please add any additional action you think appropriate.
- Are there facilities available close to you that provide training in safe guarding Children and vulnerable adults?

## 18. Protection of environment

- What are you doing to protect the environment? (Drainage, not causing erosion, trainings for children and participants etc.)
- Are you cutting trees? Are you planting trees? Endemic trees suitable for the location?
- Do you plan proper facilities that are not causing new problems? (Water saving, less chemicals etc.)
- Do you train your beneficiaries in environment protection? Is there any cooperation with other organizations regarding environmental protection and nature conservation? If so, what is the organization and type of cooperation?
- In case of funding, you have to plant at least 10 endemic trees and ensure that the trees grow. This has to be documented with pictures.

## 19. Reporting

- All funded projects will be assigned a project number. If you get in touch make sure that this project number is quoted. (Letters, texts, emails etc.).
- If you have received a grant of 50.000 EUR or more an auditor's report must accompany the final narrative report.
- Clear reporting: The headings of the budget must match the report. The receipts and expenditures must be sorted and classified according to the budget headings.
- All pictures must have the NLW project number, the date, name of the project. BUT please do not write on the back of pictures or put dates on the photo.
- The receipt of grant must be sent by the project leader from the supported project immediately after receiving the funds.
- The final narrative report (and financial report when it applies) should be sent latest two month after completing the project.
- Please send a short interim report outlining progress about three months after commencement of project. It is important to make known the challenges as well as the successes.
- Please send a little interim report about how things are going, challenges and success after 2 years.