

Please note the following when submitting an application

- Only use our **application templates** for applications and **fill in ALL fields**.
- **Only use the following e-mail address** for project applications and queries: **project@naechstenliebe-weltweit.de**. Only then will your application be processed.
Any project correspondence sent to other addresses will not be processed.
- NÄCHSTENLIEBE WELTWEIT (NLW) has the following **funding rhythms**:
 - Project funding is available at the **end of each quarter** (end of March, end of June, end of September, end of December)
 - NLW will inform you at the end of the first quarter whether your project can be funded in the current year or not.
- If your project is funded, you will receive an **email with your project number and an NLW receipt**. Please **complete the NLW receipt and return it to us** by email (it is not necessary to send it by post) **within 2 weeks**.
- Each funded project will be assigned a **project number**. **When contacting NLW, please always use this project number**:
 - In letters, texts, emails, pictures,
 - Write the project number in the names of the documents you send.
 - Write the project number in the subject line of each Email.
- **Projects supported by Austria additionally have the project number AUT** (Austria), please always note this! For us it is very important that you always check if your project was funded by NLW Germany or NLW Austria.
- Send us **with every application** a **personal story** that tells us, why the help is needed: NLW is financed exclusively by private donors. For this we need your help in form of **good stories and photographs** that illustrate the needs of the people in a dignified way. Each of you knows the stories that are told in the evenings, the fates of children, women and families, or the hard-everyday life that is the reason for your projects. We absolutely need these emotional stories for our fundraising.
- If you **change project content or increase costs, let us know immediately**.
- **Report**:
 - We need an information about the project **regularly**. We require the **first report/interim-report after 3 months**. If the project is not finished, we require the **next interim or final report after another 6 months**.
 - If **NLW does not receive the reports for an ongoing project in good time, no further new/other projects will be funded**.
 - For the final report use only our **report template**. Please use the following link to download the report forms on our website:
<https://www.naechstenliebe-weltweit.org/callforproposals>