

Guidelines for allocation of funds from the

“mini-bread-campaign”
(Aktion Minibrot)

of the Catholic Rural Youth Movement (KLJB)
at the Archdiocese of Paderborn

Contact:

KLJB im Erzbistum

Paderborn e.V.

Aktion Minibrot

Leostr. 21

33098 Paderborn

Phone: +49 5251-206260

Fax: +49 5251-206261

minibrot@kljb-paderborn.de

www.kljb-paderborn.de



KLJB
Katholische
Landjugendbewegung
im Erzbistum Paderborn

Table of Contents

1. Preface.....	3
2. Aid principles	3
3. Aid focal points	4
4. Eligible costs.....	5
5. Formal aid criteria.....	6
5.1. Applicant	6
5.2. Legal holder.....	7
5.3. Responsible project team	7
5.4. Situation report	7
5.5. Project Description	7
5.6. Financial plan	7
5.7. Statements.....	8
6. Processing of application, approval, reports and proof of application of funds	8
6.1. Processing of application.....	8
6.2. Approval.....	9
6.3. Intermediate reports.....	9
6.4. Final report.....	9
6.5. Project documentation	9
6.6. Project visits.....	10
6.7. Use of funds	10
7. Example of funding process	10

1. Preface

Since 1970, the Catholic Country Youth Movement (KLJB) at the Archidioecesis of Paderborn has organised an annual development aid campaign with the title “Aktion Minibrot” during every harvest thanksgiving festival. At over 300 KLJB local branches and parishes, young volunteers organise special church services and campaign days. During the campaign, volunteers hand out small breads – so-called mini breads – to parish members against a voluntary donation as a mark of gratitude for the good living conditions people enjoy in Germany and to demonstrate practical world-wide solidarity within the meaning of a world church partnership. The entire Aktion Minibrot campaign is funded from these donations.

The responsibility for the funds lies with the diocesan board of the KLJB. The donations are used to promote development projects aimed at improving the situation of young people, with a special focus on countries in the Southern hemisphere. A strong emphasis is placed on promoting educational activities.

The KLJB can withdraw reasonable administrative expenses from the donations received in compliance with the standards set by the DZI charity seal.

2. Aid principles

The aid work provided by the KLJB is guided by the following principles. These principles should be reflected in every project application and are highly relevant for positive funding decisions. When filing an application, the principles should be taken into account as underlying aid criteria.

- Partnership-based cooperation: Projects are developed and devised by young people working together as partners. The entire project team is responsible, among other things, for the financial administration of the project. During the development of the project, partners are supported by the KLJB at the Archidioecesis of Paderborn. The KLJB follows a transparent and consistent decision-making process for the project application.
- Improvement of the situation of children, adolescents and young adults: The most important aim of the aid programme is to improve the situation of children, adolescents and young adults. The project design should ensure that this aim is pursued in a clear and easily identifiable manner, allowing different approaches.
- Sustainability: The project should be suitable for the promotion of sustainable development. This involves three key elements:

- i. The project should place *equal* emphasis on an ecological, social and economic balance.
 - ii. The project may serve to satisfy the needs of the current generation only insofar as the needs of the next generation are not negatively affected.
 - iii. As a rule, projects are funded once. It is desirable that the project be continued after funding has ended. In particular, assets and materials specially purchased for a particular project have to be used for the object of the project.
- Empowerment and education: The project design should ensure that the beneficiaries of the project receive encouragement and motivation. The aim of the projects is to help place the project target group in a position where the members of the group can improve their lives and social living conditions. Encouragement of educational activities plays a particularly important part in this.
 - Development in rural areas: The KLJB is a youth organisation active predominantly in rural areas; its aim is to strengthen the rural living space through its projects. Therefore, the KLJB only supports projects whose centre of attention is the countryside.
 - Equal rights for women and men, volunteers and full-time participants: It has to be ensured that both men and women, volunteers and full-time participants actively participate on the project management level and in the target group of the project. All decisions that have a major impact on the project must be taken jointly.
 - Transparency: Both the applicants and the KLJB at the Archidioecesis of Paderborn agree that they will ensure the greatest possible transparency. Application of the funds and the aims and effectiveness of the aid granted should be accounted for on a yearly basis.
 - The KLJB as a Catholic youth association is committed to a view of man defined by Christian values: One objective of the aid programme is to strengthen the dignity of every single person and to respect and take every person seriously regardless of his or her way of life.

3. Aid focal points

The funds from the Aktion Minibrot campaign are used to promote only such projects that unequivocally reflect one of the following four aid focal points:

- **Work with children and adolescents**: The aim of the project is to encourage a positive development in children and adolescents. The design of the project may

focus on leisure activities or on educational activities. The projects should serve as a means of prevention, i.e. measures that help prevent negative life influences are preferred in the allocation of aid. Extra-curricular education activities have priority over school-based activities.

- **Vocational training:** These projects help place young persons in a position where they can earn their own living. They may obtain professional and social competences which help them to lead a self-determined life. As a rule, no funds are paid to individuals.
- **Ecology and maintenance of creation:** Funding is provided for those projects that help place individuals in a position where they can strive for ecological improvement of their living conditions.
- **Development in rural areas:** The projects should be committed to contributing to an environmentally friendly, socially fair and democratic development of rural living space.

In addition, **emergency measures** are eligible for aid upon request and/or if the need for such measures is obvious. Emergency measures are funded on a non-recurrent basis. No funds are paid to individuals. Once the emergency aid project has ended, regular aid may be provided subject to the relevant aid focal points.

Supporting the structural work of the Catholic Country Youth is a special concern of the aid programme. The aim is to ensure representation of the interests of young persons in rural areas. As a rule, the MIJARC Solifond (solidarity fund) is granted 10% of the aid sum received until the 1st day December of every year until that date. In accordance with a special resolution passed by the project decision team, funding can be suspended on a non-recurrent basis.

4. Eligible costs

Funds from the Aktion Minibrot campaign are granted only if no other funding is available. The KLJB at the Archidioecesis of Paderborn may support the project partner by providing advice in the search for other aid sources.

Planning of projects should be as economical and cost-efficient as possible.

The project partners should be able to finance the project with an adequate contribution of their own. This own contribution must amount to not less than 10% of the total cost. The own contribution can be provided in the form of voluntary work or participants' fees or by providing accommodation, catering, or materials.

Other costs that cannot be directly allocated to a cost item or that are intended for covering unforeseen project costs can be included in the calculation up to an amount equal to 10% of the total costs.

All costs must be directly assignable to the project. The necessity of each of the cost items for the success of the project should be clearly identifiable from the project application.

The following are eligible costs:

- Cost of materials
- Service fees and personnel costs in projects carried out or looked after by qualified and professional experts
- Participation fees for training courses of external providers
- Travelling expenses
- Costs for accommodation and catering during courses

Investments in infrastructure (buildings, cars, computers, music instruments, technical equipment, energy plants, plants for water supply, etc.) are funded only if there is a clear substantial connection with the above-mentioned aid focal points. The capital goods acquired should be used primarily for the objective of the project. Private use by individuals during or after the duration of the project is excluded.

5. Formal aid criteria

All aid applications must be written in English or German language.

All aid applications must comply with the aid principles mentioned in Chapter 2 hereof. At least one of the aid focal points specified in Chapter 3 must be covered.

All levels of the MIJARC member movements in Africa, Latin America and Asia have priority with regard to aid entitlement. Due to the intensive co-operation with Zambian project partners, the focus lies not only on promoting the MIJARC movements but also on promoting organisations and groups in Zambia.

Every project application should contain the following details:

5.1. Applicant

- Name
- Address, telephone, E-Mail, fax

- Scope of duties and position
- Focus of activity
- Other staff members, project partner(s)
- Banking details

5.2. Legal holder

- Name
- Address, telephone, E-Mail, fax

5.3. Responsible project team

- Name, qualification and details of project responsibility to be provided for all members of the project management

5.4. Situation report

- Project environment (region, village, parish, dioceses, institute, ...)
- Geographical
- Political
- Economical
- Socio-cultural

5.5. Project Description

- Description of objective (what is the aim?). Focus of the project with a clear reference to one of the above-mentioned aid focal points
- Target group and beneficiaries
- Timetable of the project (when, what, who, how, with, where?)
- Planned duration from ... until ... (please allow for a potential project handling by KLJB, usually six months)
- Required tools and their use
- local contributions
- Qualification of project managers
- In case of real property: description of buildings, capacity (for how many persons), building plan, cost estimate
- Give details of the owner of the existing infrastructure

5.6. Financial plan

- To be submitted in tabular form in local currency, additionally in Euro.

- All types of cost must be specified including quantities, unit prices and total costs.
- Where personnel costs and fees are incurred, the name, the exact qualification and the number of hours of service plus the actual employers must be specified.
- All expenditures and revenues including the planned local contribution must be specified and supported by relevant quotations/cost estimates.
- If any other aid organisations co-finance the project or are the recipients of applications, such aid organisations must be identified and the exact sum requested and/or the aid amount, as the case may be, must be specified. If funds are granted by a different aid organisation, this fact must be reported without delay.
- The application must include the details of a bank account to which the project funds can be paid. Funds can only be paid to a bank account which belongs to the applicant organisation.

5.7. Statements

Applications filed by groups, associations or institutions must include a positive and detailed opinion of the next higher instance of the relevant organisation.

Applications filed by parishes should include a positive and detailed report of the local bishop.

Recommendations can also be submitted by:

- Supra-regional government offices
- Supra-regional church offices
- Internationally recognised aid or human rights organisations etc.
- Religious orders or church organisations

Project applications must be signed by at least two competent employees of the project partner. In case of church associations or parishes, one person at least should be a layperson.

6. Processing of application, approval, reports and proof of application of funds

6.1. Processing of application

Once the application has been received an acknowledgement of receipt is sent. Processing of the application may take several months. The KLJB may have to send inquiries to the partners and ask for further documentation.

6.2. Approval

The applicant and the recommending body are informed of any project approval immediately after the decision has been made.

The project funds are paid immediately. Payment in instalments is an option. If the project has a duration of more than 12 months, funds will as a rule be paid in instalments. Further instalments will be paid only after receipt of an intermediate report.

6.3. Intermediate reports

- The project partner should confirm receipt of the aid funds immediately after payment by the project partner.
- Where projects have a duration of more than 12 months, an intermediate report should be submitted after 12 months or earlier. The intermediate report should document any progress in the project with regard to the targets and elements of the project. For this purpose, suitable media (photos, images, ...) should be used. Any deviation from the project plan should be accounted for. Intermediate reports should be supported by evidence and receipts with regard to the funds used up until the relevant point in time.
- If a project has a duration of several years, an intermediate report should be submitted at least every 12 months.
- Deviations from the original project schedule should be reported to KLJB immediately and giving the reasons for any such deviation.

6.4. Final report

- A detailed project report should be submitted after completion of the project. The report should document the project schedule and contain a reflection on the project based on previously formulated targets.
- Please describe inside the final report the future of the project:
 - Who will own the moveable and immovable property?
 - Who will be responsible for the project after completion?
- The project should be documented by means of suitable media (photos, videos, interviews of the persons involved in the projects).
- All expenditures should be supported by copies of the original vouchers.

6.5. Project documentation

The KLJB is entitled to use the media provided in their communication with the donors.

6.6. Project visits

Staff members of the KLJB or persons appointed by KLJB are entitled to visit the project in order to evaluate the project locally together with the project partners.

6.7. Use of funds

The KLJB reserves the right to demand back any funds used in violation of the application.

7. Example of funding process

- All project applications are generally audited in the order in which they are received by the competent team. Exceptions are made in case of aid for victims of catastrophes or other urgent cases where quick decision-taking is necessary.
- After the application has been received, the applicant is notified about receipt of the application and its imminent audit.
- At the team meetings, the applications are checked for completeness and especially for their substantial elements (background, objectives, implementation, management etc.). If there are any questions or if documents are missing, the relevant information is requested.
- If the application is rejected because of the amount or because of the lack of Minibrot funds, the applicant is informed of other potential sponsors (Missio, Misereor, Miva,...), provided that the project is deemed to be generally eligible for support.