

<u>Title of project:</u>	
1. Contacts	
1.1 Applicant: (e.g. organisation, parish, institution, congregation...)	
Name:	
Postal address:	
e-mail:	
Phone:	
Fax:	
Country/region/province	
1.1.2 *Only if applicant is a Non-Governmental Organization or Institution:	
The organisation was officially registered through a specific council	yes no
	Registration No.:
	Date of registration:
	Place of registration:
<u>Please attach the certificate of registration to this proposal.</u>	
1.2 Contact person: (single person)	
Name:	
Postal address:	
e-mail:	
Phone:	
Fax:	
Scope of duties and position:	
1.3 Deputy/Vice contact person: (another single person)	
Name:	
Postal address:	
e-mail:	

Phone:	
Fax:	
Scope of duties and position:	

1.4 other staff members/project partners/responsible project team
(optionally – if, please just list names and gender)

Name	Surname	Gender (m/f)	Age	Responsibility/ Function in project	Formal qualification	Employment status regarding the project

2. Amount requested

(please fill in clearly in your local currency and additionally in €)

_____ (local currency)	_____ € (EURO)
------------------------	----------------

3. Bank details

(account holder has to be an organization, institution e.g. NOT a private person!)

Name of bank:	
Branch of bank:	
Postal address of bank:	
Swift code:	
Account number:	
Name of account holder:	
Address of account holder:	

4. Formal aid criteria					
4.1 Local contribution: (minimum: 10% of the total costs)					
voluntary work:	yes	no		accommodation:	yes no
Participants fees:	yes	no		Food:	yes no
Materials:	yes	no		Others: _____	yes no
Exact description of the local contribution you ticked off above:					
<p>4.2 Recommendation letter: (for groups, associations, institutions the recommendation has to be from the next higher instance, for parishes it has to come from the local bishop)</p>					
<p>Please tick who (level) recommended your project. If for your specific case the instance is not mentioned below, please add.</p>					
Supra-regional government offices:				International recognized aid or human rights organisations:	
Supra-regional church offices:				Religious communities/church organisations:	
Others: _____					
<p>Letter of recommendation attached to this proposal yes no</p>					
4.3 additional donors (list of donor (organisation/s) only if they are involved)					
Name of Donor:	Amount requested:		Amount agreed*:		
*If donor already agreed funding, please also hand in a copy of the letter of approval for funding from donor.					
4.4 proforma invoices (see attached file) (please add them to the proposal - <u>at least</u> for the highest costs)					

5. Situation report:

(please describe each of the following points)

5.1 project environment :

(region, village, parish, diocese, institute,...)

5.2 geographical environment:**5.3 political environment:****5.4 economical environment:****5.5 socio-cultural environment:**

5.6 Aid principles

You will find all aid principles of Aktion Minibrot mentioned in the guidelines of Aktion Minibrot (Chapter 2) on the left side of the table separately.

Please react to each question. It will help the decision team to understand the fulfillment.

Aid principle	Questions that explain by which means you fulfill this aid principle.
<p><u>Partnership-based cooperation:</u> “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 Archdioceses of Paderborn. The KLJB follows a transparent and consistent decision-making process for the project application.” (copied from our guidelines compare chapter</p>	<p>How will you ensure to fulfill the aid principle of partnership based cooperation during all interventions included in the project. Explain in detail, please.</p>



In case you plan to collaborate with any institutions/organizations:
1. Please mention the Institutions and organizations.

2. What contributions will each of them make to the project?

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.”
(copied from our guidelines compare chapter 2)

Direct beneficiaries:

Please give details about the participants you plan to involve.

Please fill in the following information:

Total number of direct beneficiaries:

By age:

0-10 years: 10-15 years:

15-25 years: 25-35 years:

35 years and above:

Which selection criteria will you apply to select the project beneficiaries? Please explain in detail.

To what extent will your project contribute to the improvement of the situation for children, adolescents and young adults?

<p><u>Sustainability:</u></p> <p>“The project should be suitable for the promotion of sustainable development. This involves three key elements: The project should place <i>equal</i> emphasis on an ecological, social and economic balance. 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. As a rule, projects are funded on a non-recurrent basis. It is desirable that the project will be</p>	<p><u>Social sustainability</u></p> <p>How will you make sure that all people who will be involved in implementing the project feel responsible for the project permanently ?</p>

<p>continued after funding has ended. In particular, assets and materials specially purchased for a particular project should continue to be used for the objective of the project beyond completion thereof." (copied from our guidelines compare chapter 2)</p>	<p>How do you make sure that the acquired knowledge/experience will be passed on and spread during the project and even after?</p> <p>How will you make sure that the expected project achievements remain sustainable after completion of the project?</p> <p>How do you make sure that what will be purchased will be used for the common good?</p>
---	---

Economic sustainability

How do you make sure that your project will be independent from any further external aid after funding (self-reliance)?

1. Which other assistance will you be able to realistically mobilize to achieve the expected project results and to create a common benefit of the interventions. Please list and explain them.

If your project will include a funding system (e.g. loans, group savings, ...) to generate own funds:

1. Which funding system will you implement? Please mention and explain the reason for choosing.
2. How will the pay-backs been payed and what do they look like?
3. How will you prevent from dealing with missing pay backs?

If the intention of the project is to produce goods:

1. Please list the goods.
2. How does the market for selling look like?
3. How do you estimate the demand to evolve in the future?

Ecological sustainability

How do you make sure that your project implementation and the outcomes are in harmony with the preservation of natural resources (integrity of creation)?

<p><u>Empowerment and education:</u> “The project design should ensure that the target group of the project receives 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.” (copied from our guide-lines compare chapter 2)</p>	<p><u>Professional and practical skills</u> 1. Please describe the interventions that will be done to fullfill the aid principle of empowerment and education. 2. Please describe the skills the beneficiaries will gain in detail (e.g. bee-keeping methods, to draft a calculation, ...) and mention how.</p> <p><u>Social competences</u> Please mention the specific 1. <u>social competences</u> (e.g. communication, motivation, solidarity) and 2. soft skills (emphathy, team work, problem solving abilities, ...) the beneficiaries will gain and mention how.</p>

In general

1. How will the project contribute to empower the young people in their rural communities? Please explain.

<p><u>Development in rural areas:</u> “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.” (copied from our guidelines compare chapter 2)</p>	<p>Please explain which positive effect the project will focus on and explain how exactly the improvement of the living conditions in your particular rural area will look like? (e.g. community life, infrastructure, perspectives for rural youth, ...)</p> <p>How do you communicate about your project to the public in your village or region?</p>
--	---

<p><u>Equal rights for women and men, volunteers and full-time participants:</u> “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.” (copied from our guidelines compare chapter 2)</p>	<p>In case of receiving funds from action minibrot you are requested to hand in a completed participant list for each and every activity. Make sure to complete the list while implementing the activity. Please download the formular Participant List here: https://www.kljb-paderborn.de/internationales/aktion-minibrot</p> <p><i>For now we request you to fill in the following information.</i></p> <p>Number of direct beneficiaries being men/women:</p> <p>Male: <input type="text"/> female: <input type="text"/></p> <p>Please describe how you will make sure that both - male and female - will get access to the project.</p> <p>What kind of participation barriers might occur in the different activities due to gender issues? Please describe them and explain how will you react to them.</p> <p>Apart from full-time participants and the project team do you plan to involve any volunteers or trainees in the project? If yes, please mention how you will make sure to involve them in all processes of decision taking.</p>
--	---

<p>Transparency "Both the applicants and the KLJB at the Archdioceses 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." (copied from our guidelines compare chapter 2)</p>	<p>1. In order to ensure the transparency of Aktion Minibrot we wish to have a proper communication between you and us. Therefor we request you to agree to the following policy. Please tick to agree.</p> <p>1. ... I immediately inform the decision team of Aktion Minibrot about any challenges during the project activities or changes or might influence the project outcomes, negatively</p> <p>2. ... I will ensure that the aid granted is used for the intended purpose and that the project activities are carried out in accordance with the guidelines of Aktion Minibrot.</p>
<p>Christian Values 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 live (copied from our guidelines compare chapter 2)</p>	<p>How exactly will you make sure to respect and take every single person being involved in your project activities seriously all the time? Please describe in detail.</p> <p>Apart from human dignity please mention further Christian values your project is based on and linked to?</p>

6.3 Action Plan

(give detailed description to the following points that affect your project)

Formular 6.3

You are pleased to give detailed information about your project schedule. This information is supposed to include each activity that will be part of the project. To receive all necessary information at once you are requested to fill in form 6.3 Project Activity Plan which you received with this document. Please make sure to add the form 6.3 when sending all information.

Required Tools and their use:

Qualifications of project manager, facilitators etc. Please add certificates of qualification to the proposal

Details of the owner of existing infrastructure:

How will you evaluate your project? (This question HAS to be answered)

6.4 Financial Plan

Please fill in the tables below. If you need extra space or you like to work with excel please download the table here (www.minibrot.com).

Project Budget

Position (fill in/list below)	No of units	unit costs in local currency	total costs in local currency	invoices attached** <i>(please mark with a cross if yes or no)</i>	
1. Human Ressources (e.g Lecturer, teaching fees for external experts, ...)					
1.1				yes	no
1.2				yes	no
1.3				yes	no
...				yes	no
2. Material costs (e.g. paper, books, seeds, buckets, ...)					
2.1				yes	no
2.2				yes	no
2.3				yes	no
2.4				yes	no
2.5				yes	no
2.6				yes	no
2.7				yes	no

Formular for obtaining financial aid from Aktion Minibrot

2.8				yes	no
...				yes	no
3. Boarding/lodging (e.g. rent, accomodation and food)					
3.1				yes	no
3.2				yes	no
3.3				yes	no
...				yes	no
4 Transportation (car hire, driver, petrol,...)					
4.1				yes	no
4.2				yes	no
4.3				yes	no
...				yes	no
5. Administration (e.g. telecommunication, internet, ...)					
5.1				yes	no
5.2				yes	no
5.3				yes	no
....				yes	no
6. Others (all items/positions that are not assigned yet.)					
6.1				yes	no
6.2				yes	no
6.3				yes	no
...				yes	no
Total of expected costs/expected expences					

****** For each position you are not able to hand in invoices please explain why it is not possible individually. Please use the space provided here

Budget Income

Please always list budget incomes and expenses in local currency

a) Payouts requesting from Aktion Minibrot:

		Requested date of receival to start project	amount in your local currency
1st payment			
2nd payment*			
3rd payment*			
		total	

**only if applicable e.g. in case payment was splitted into instalments*

b) Local contribution (10%)		amount in your local currency
Please make sure the local contribution you list here will be also ticked in chapter 4.1. Please add the number of the position (pos.) of the costs as listed in the table "Project budget" above.		
voluntary work	Pos.	
participant fees	Pos.	
materials	Pos.	
accomodation	Pos.	
food	Pos.	
		Total
7. Signatures		
Project applications <u>MUST</u> be signed by at least two responsible persons of our project partner. In case of church associations or parishes at least one person should be a layperson! The signiture has to be handwritten.		
Date	Date	
Signature:	Signature:	
If available: stamp of the institution/organization/group....:		

Attachments Checklist

- if applicable: certificate of being registered as NGO
- letter of recommendation
- all Invoices
- if applicable: letter of approval of funding by third donor/s
- form 6.3 Project Activity Plan
- any additional chart you might have attached