

# Project Application Form

## 1. Important information

- 1.1 For the funding criteria of missio München (missio Munich) please refer to the „[Project Funding Guidelines](#)“.
- 1.2 Please send your completed application form with signature and stamp (as one scanned copy together with all other enclosures) by e-mail to [proj@missio.de](mailto:proj@missio.de) at least six months before the start of the measure. You will then receive an automatic confirmation e-mail from missio München. Please do not additionally forward your application via surface mail.
- 1.3 The legal prerequisites for implementing a project must be fulfilled.
- 1.4 A contribution on the part of the applicant is also expected and should be as high as possible.
- 1.5 Every application must be accompanied by a statement relating to the project and the legal holder of the project, either from the relevant ordinary or, for projects within a religious order, from the religious superior.
- 1.6 If you also send (or plan to send) this project application to other institutions requesting financial support, please indicate this in your project application. Please also inform us in the event that any assistance from third parties is requested or received at a later date. Failure to provide information about third-party contributions constitutes grounds for refusal.
- 1.7 Please inform missio München without delay about any changes to the project that concern the goals, outputs, activities or the cost projection and/or financing plan. All changes require the prior approval of missio München.
- 1.8 If a grant is awarded, the project partner undertakes to provide missio München with acknowledgement of receipt and to give the organisation a detailed account of the use of the funding.
- 1.9 With this application, you expressly agree that the documents and photos made available before the launch of the project can be used to raise donations.

Please fill in the following pages – where applicable – as completely as possible.

## 2. General project information

<b>2.1 Project title</b>	
	<b>Project location (country, region, diocese)</b>

<input type="checkbox"/> <u>Initial application</u>	<input type="checkbox"/> <u>Follow-up application</u>
In the case of follow-up applications, please indicate the number of the previous project:	

<b>2.2 Project duration</b> (anticipated beginning and ending dates)			
<u>From</u>		<u>to</u>	

<b>2.3 Applicant</b>			
<u>Honorific</u>		<u>Title</u>	
<u>First name</u>			
<u>Last name</u>			
<u>Position / role on site</u>			
<b>Diocese / congregation / institution or organisation</b>			
<u>Street address</u>			
<u>P.O. Box</u>			
<u>Postal code</u>		<u>City</u>	
<u>Region</u>			
<u>Country</u>			
<u>Phone</u>			
<u>E-mail</u>			
<u>Website</u>			

<b>2.4 Person responsible for the project locally</b> (if not identical to the applicant)			
<u>Honorific</u>		<u>Titel</u>	
<u>First name</u>			
<u>Last name</u>			
<u>Position / role on site</u>			
<b>Diocese / congregation / institution or organisation</b>			
<u>Street address</u>			
<u>PO Box</u>			
<u>Postal code</u>		<u>City</u>	
<u>Region</u>			
<u>Country</u>			
<u>Phone</u>			
<u>E-mail</u>			
<u>Website</u>			

<b>2.5 Recommendation by local ordinary / religious superior</b> (scanned letter with original signature and stamp)	
<u>Name</u>	
<u>Position / role</u>	

<b>2.6 Project owner / local fund recipient</b>			
<b>Diocese / congregation / institution or organisation</b>			
<u>Street address</u>			
<u>PO Box</u>			
<u>Postal code</u>		<u>City</u>	
<u>Region</u>			
<u>Country</u>			
<u>Phone</u>			
<u>E-mail</u>			
<u>Website</u>			

<u>Authorised signatory</u>	
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<b>Bank details</b>	
<u>Name of bank</u>	
<u>Name of account</u>	
<u>Account no. / IBAN</u>	
<u>SWIFT / BIC</u>	
<u>Country code (where available)</u>	
<u>Correspondence bank (where available)</u>	

## 2.7 Overall financing plan

	Please indicate the sums in your local currency <b>OR</b> in Euros.
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		Local Currency	Euro
	<u>Total costs</u>		
	<u>Funding requested</u>		
	<u>Local contribution</u>		
	<u>Requested / approved third-party funding (mission association / development agency or donor)</u>		
			<input type="checkbox"/> requested <input type="checkbox"/> approved <input type="checkbox"/> rejected
			<input type="checkbox"/> requested <input type="checkbox"/> approved <input type="checkbox"/> rejected
			<input type="checkbox"/> requested <input type="checkbox"/> approved <input type="checkbox"/> rejected
	Other revenues (sales of materials, tuition fees, rent etc.) <i>Please list individually</i>		
	Non-monetary contributions		

### 3. Project description

Please fill in the following paragraphs – where applicable – as completely as possible. From point 4 onwards you will find detailed questions concerning the individual project categories.

#### 3.1 Situation / problem analysis

a)	Details about the situation in your institution (Please check only the relevant box and describe the situation in the paragraph below)
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<input type="checkbox"/>	<u>Supra-diocesan church institution</u> Please outline in brief the history of the institution and its functions.
<input type="checkbox"/>	<u>Diocese</u> Please give details about the area covered by the diocese, the overall population and the number of believers, parishes and mission stations, priests (and priests belonging to a specific order), nuns and orders of nuns. Please outline in brief the pastoral situation and enclose the pastoral plan / strategic plan / development plan if available and not yet been presented to missio München.
<input type="checkbox"/>	<u>Parish</u> Please give details about the number of inhabitants, the number of Catholics and the number of pastoral workers. Please also provide a brief list of the parish groups and their activities.
<input type="checkbox"/>	<u>Religious order / congregation</u> Please outline in brief the history of the congregation and the charism. Please provide details about the main characteristics of the apostolate, the number of members and establishments in total and in the country. Describe in brief the status of your order / congregation under canon law.
<input type="checkbox"/>	<u>Association / organisation / institute</u> Please provide details about your organisation's vision and mission, about its organisational structure and the area in which it works. Please describe your organisation's ties with the local Catholic church. (If available to you, please enclose the statutes / articles of association with this application.)

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b)	What geographical, political, social, religious, ecological and other circumstances exist locally? Please also describe here the general situation in the region or community in which the project is embedded.
c)	Which specific problem(s) is the project attempting to solve? What are the causes of these problems? What effects do these problems have locally?
d)	Who are the groups of people in the project region who are affected most by the situation described? Please cite figures (with sources) for this.

#### 3.2 Specific project objective

a)	What is the overall objective of the project? What is the long-term vision (impact) which the
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	project is aimed at?
b)	In which larger strategic plan (e.g. pastoral plan) is the overall objective incorporated? How is the overall objective derived from the pastoral plan?
c)	Which specific objective does the project aim to achieve?
d)	Who will benefit of this objective? How many beneficiaries does the project have?
e)	Which indicators do you use to measure the project objective? <ul style="list-style-type: none"> <li>- With which instruments are the indicators / data collected?</li> <li>- Who is responsible for collecting the data?</li> </ul>

Please fill in the following table.		
Actual indicator (status before project begins)	Target indicator (status after project ends)	Who collects the data? How are the data collected?
<b>3.3 Project outputs</b>		
Here, please cite the outputs that lead to the project objective being met.		

<b>3.4 Measures for achieving outputs</b>	
	With which measures do you accomplish the aforementioned outputs?

<b>3.5 Project implementation</b>	
a)	With whom do you work together actively in implementing the measures (target group)?
b)	Who else is involved in the project or has an interest in whether the project succeeds or fails (stakeholders)?
c)	How are all relevant players included in the project planning and implementation?

<b>3.6 Project monitoring and implementation</b>	
a)	Please describe the project team and each person's roles and responsibilities. If applicable, please enclose an organisational chart.
b)	Please describe how the project monitoring is planned. <ul style="list-style-type: none"> <li>- How are measures, outputs and the achievement of the project objectives monitored?</li> <li>- How is the project controlled?</li> </ul>

<b>3.7 Project sustainability</b>	
a)	How do you ensure that the beneficiaries continue to profit from the project outputs after the project has ended?
b)	How do you ensure the sustainability of the project (social, institutional, ecological)?
c)	How do you ensure its financial sustainability? <ul style="list-style-type: none"> <li>- How will future running costs – e.g. for maintaining infrastructure or keeping on</li> </ul>

	<p>employees – be financed?</p> <ul style="list-style-type: none"> <li>- What measures are envisaged to enable the work to continue with funding from its own resources (i.e. without external assistance) in future?</li> </ul>

<b>3.8</b>	<b>Project risks</b>
a)	Which risks could prevent the objective from being achieved?
b)	How can you counter these risks?
c)	What would you do if the risk occurs?

<b>3.9</b>	<b>Cost projection</b>
	Please input all data into the attached Excel spreadsheet „application and report“.

#### 4. Further project-specific information (provided being relevant and not already answered above)

	Please only answer the questions relating to the type of project in your application.
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<b>4.1</b>	<b>Training, formation courses and programmes</b>
	<b>Scheduled measures and activities</b>
a)	When does the measure start and end (anticipated dates)?
b)	Where does the measure take place?
c)	What topics and contents are addressed? (If available, please enclose viewing material from instructional materials)
d)	What methods and didactis are applied?
e)	What skills and qualifications will the participants aquire?
f)	Is there a final examination? Do the participants receive an officially recognized certificate?
g)	How many participants and resource persons (instructors, teachers, etc.) are involved?
h)	Who are the resource persons? (Please provide names and qualifications.)
i)	How and by what criteria are the participants selected?
j)	How do you ensure that the participants can apply the contents of the programme and the acquired practical expertise in future? Who monitors and supports them in this? In what ways?

<b>4.2</b>	<b>Buildings</b>
<b>4.2.1</b>	<b>Property</b>
a)	What ist he geographic location of the development plot (longitude/latitude)?
b)	What are the climatic conditions of the region?
c)	Who is the owner of the development plot?
d)	Who is the owner of the planned building?
e)	How large is the plot in square metres? What is the soil quality like and to what extent is the plot developed (road, water supply, sewage disposal, electricity, waste disposal)?
f)	How near / far is it to the next town / to the next town centre / to the next city / to the next city centre?
g)	What other aspects of the plot are worth mentioning?
h)	If there is an existing building on the plot, please provide details about its structural condition.

	<u>Please enclose the following documents</u>
	<input type="checkbox"/> <b>Copy of the deed of the plot</b> <input type="checkbox"/> <b>Copy of the building permit</b> <input type="checkbox"/> <b>Site plan for the developing plot</b> with north pointer and overview of all neighbouring sites and and the road (if available) <input type="checkbox"/> <b>Map of the city / town / village / settlement area</b> (if available)



	<input type="checkbox"/> <b>Photos of the development plot and of the direct surroundings / existing development</b>
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<b>4.2.2</b>	<b>Legal requirements for construction</b>
a)	Which building authority is responsible for this?
b)	Has a <b>building permit</b> been granted for constructing a new building or converting an existing one? If so, please enclose a copy.
c)	Is the plot located in an earthquake zone? If so, please include <b>documentation of earthquake-proof planning</b> .

<b>4.2.3</b>	<b>Construction plans</b>
	The following construction plans (possibly already approved) are to be submitted / presented together with the project application indicating measurements in metres (m/m <sup>2</sup> /m <sup>3</sup> ):
a)	All floor plans for the individual storeys (from basement to roof) with dimensions and area information
b)	Sectional views through the building
c)	All views (north, east, south, west)

<b>4.2.4</b>	<b>Construction description / estimation of costs (materials, quantities and prices)</b>
	e.g. foundation, outer walls including plaster and insulating materials, lining / facing, supporting walls, supporting members, dividing walls, fire walls, ceilings, floor construction, roof support structure, roof cladding and insulation materials, stairs, hall walls including doors, partition walls, heating equipment, ventilation equipment, air-conditioning equipment, sanitary equipment, electrical equipment, furnishings (if relevant), general equipment (if relevant)

<b>4.2.5</b>	<b>Cost estimates from contractors (as far as available)</b>
a)	Please enclose at least 2 (two) cost estimates with subtotals for each skilled trade and the specific reasons for your decision. (It is not necessary to accept the most cost-effective bidder if this is not the best solution. Please consider the reliability, financial standing and work performance of the contractor.) Should you not submit a comparative offer, please give detailed explanations for this.
b)	Do you already have experience with the chosen contractor (reliability, financial standing and work performance)?
c)	Should furnishings be part of your project application please list these separately (including a copy of the cost estimate of the distributor / handicraft business).

<b>4.2.6</b>	<b>Building technique</b>
a)	Where aspects of traditional building techniques respected during the planning?
b)	Was attention paid to ecological aspects during the planning?
c)	According to what criteria were the architectural form and materials selected?
d)	Are there functional / practical reasons to build in phases? If so, then please add a list of priorities covering the different building phases along with a separate cost estimate for each phase of construction.
e)	Are safety measures necessary / envisaged for the construction process? If so, then please specify these.

f)	Are there any risks posed by natural or geographic factors (e.g. risks caused by landslides, flooding, rain, monsoon, insects etc.)?

<b>4.2.7</b>	<b>Additional questions for renovations</b>
	How old is / are the existing building(s)?

	Please enclose the following documents
	<input type="checkbox"/> List of all upcoming renovation work (as per point <b>4.2.5</b> and <b>4.2.6</b> ) <input type="checkbox"/> List of renovation work carried out over the past 10 (ten) years indicating the year and nature of the renovation measures <input type="checkbox"/> Photos of the existing building(s) <input type="checkbox"/> Detailed photos of damages to the existing building(s)

<b>4.2.8</b>	<b>Supervision of the construction</b>
a)	Who is in charge of the building supervision?
b)	Who is in charge of financially supervising the building project?
c)	Who is in charge of conducting the final inspections of the construction work?
d)	Is there a building committee that monitors the implementation of the project?
e)	Who are the members of the committee?
f)	What legal authority does the committee have?

<b>4.3</b>	<b>Social institutions</b>
<b>4.3.1</b>	<b>Description of the institution</b>
a)	Establishment
b)	Management structure
c)	Pedagogical concept (please include a copy of the concept paper if available)
d)	State recognition
e)	Previous funding (state subsidies resp. other resources)

<b>4.3.2</b>	<b>Staff</b>
a)	What is the total number of employees? What are their areas of responsibility (administration, domestic work, caregiver / social worker, outreach staff member)?
b)	How many of them live in the institution?
c)	Who are the caregivers / social workers? Please provide names and qualifications.

<b>4.3.3</b>	<b>Information on residents (<i>residential care</i>)</b>
a)	What type of support do the residents receive?
b)	How many residents live in the institution?
c)	How long do the residents generally remain in the institution?
d)	What skills and qualifications do the residents acquire?
e)	How do the residents take part in the work of the institution?

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<b>4.3.4</b>	<b>Information on persons cared for (<i>non-residential care</i>)</b>
a)	What type of care do the supported people receive?
b)	How many persons receive care each month / year?
c)	How long are these individuals generally supported by the institution?
d)	What skills and qualifications do they acquire?
e)	How do the persons cared for take part in the work of the institution?

<b>4.4</b>	<b>Income-generating measures</b>
	Please provide additional information (if you have not already done so above) on the following aspects:
<b>4.4.1</b>	<b>Investments</b>
a)	What structures are already in place (land, buildings, personnel, technical equipment and tools)?
b)	Which investments / acquisitions are necessary?

<b>4.4.2</b>	<b>Staff</b>
	What is the total number of employees? What are their areas of responsibility? What are their qualifications?

<b>4.4.3</b>	<b>Cost-effectiveness analysis</b>
	Please present an economic analysis for the next 5 (five) years dealing with the following questions:
a)	How high is the expected income per annum?
b)	How high are the investment costs per annum?
c)	How high are the running costs per annum?
d)	How high is the expected net income in the next five years (net profit)?

<b>4.4.4</b>	<b>Additional information for agricultural projects</b>
a)	How large is the land that can be used?
b)	Is organic farming seen as being important?
c)	Is there a secure supply of water and power?
d)	If animals are kept: Which animals are kept and how many? Where are the animals housed? Which feed is used? Is there a vet in the neighbouring area?
e)	What is to be planted / produced?
f)	Is the produce to be processed – if so, how?
g)	Is the produce marketable? Is it geared towards the needs of customers / retailers with regard to quality, volume and seasonality?
h)	How is the produce marketed? Who organises the sale / delivery?

<b>4.4.5</b>	<b>Additional information for construction projects for leasing</b>
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a)	Are there people who are interested in leasing it?
b)	How will a regular leasing income be ensured?
c)	Who will manage the lease (lease income, lease agreement, handover etc.)?
d)	Has the building maintenance been secured?
e)	Please also take note of the questions regarding building projects above ( <b>point 4.2</b> ).

<b>4.4.6</b>	<b>Additional questions regarding production / retail / sales</b>
a)	Which products are manufactured / sold?
b)	Are the products marketable? Are they geared towards the needs of customers / retailers with regard to quality, volume and seasonality?
c)	How are the products marketed? Who organises the sale / delivery?
d)	Are similar products sold in the region? How great is the demand?

<b>4.4.7</b>	<b>Additional information for restaurants / kiosks</b>
a)	What is on offer (menu / product range)?
b)	Is it geared towards guests / customers?
c)	Are there similar establishments in the direct vicinity? If so, what sort of?
d)	Is there a secure supply of water and power?
e)	What steps are taken to ensure that hygiene standards are met?

<b>4.5</b>	<b>Media and communication</b>
	Please provide additional information (if you have not already done so above) on the following aspects:
a)	Which message would you like to convey? What topics and contacts are addressed?
b)	Which specific communication measures are planned?
c)	In which timeframe are these carried out?
d)	What kind of reach does the chosen communication channel have (radio / TV, newspaper / magazine / internet)? How many people can be reached in this region?
e)	Are the resources that are needed for the project available (technical infrastructure, personnel and financial capacity)?
f)	Why is the chosen strategy the most suitable for achieving the project objectives?
g)	Is there networking with other organisations / institutions (strategic partnerships)?

<b>4.6</b>	<b>Purchase of technical equipment</b>
a)	For exactly what purpose will the equipment be used?
b)	Details of the device (brand, model)
c)	What were the reasons for choosing this model?
d)	What were the reasons for choosing this retailer? Did you compare offers of different retailers?
e)	How many persons will make use of the equipment?
f)	Are there any comparable devices on site already? If so, please list them with their purpose of use and condition.

g)	Are there plans to sell part of this equipment?
h)	Is there a secure supply of power?
i)	How can the maintenance of the equipment be secured (technical expertise, spare parts available in direct vicinity)?
j)	How will the equipment be stored (protection against weather conditions and theft)?

<b>4.7</b>	<b>Vehicles</b>
a)	For precisely what purpose and how often will the vehicle be used?
b)	Details of the vehicle (brand, model, year of manufacture, in case of a used car: mileage)
c)	What were the reasons for choosing this model?
d)	What were the reasons for choosing this retailer? Did you compare offers of different retailers?
e)	How many communities / parishes / institutions / families / persons will be attended?
f)	How great are the distances between individual sites? (Please provide a map that illustrates the situation clearly.)
g)	What conditions are the roads in? Please include significant photographs, if available.
h)	What public transport is available in the region?
i)	How many people will use this vehicle?
j)	Are vehicles already available on site?
k)	Are there plans to sell one of the current vehicles?
l)	What are the operating costs (fuel, insurance, etc.) of the vehicle and how are these covered? Are monthly amounts set aside?
m)	How can the vehicle's maintenance (garage, spare parts, etc.) be ensured on site?
n)	Are you willing to cover the customs and import duties should the vehicle be purchased via Begeca / MIVA?

<b>5.</b>	<b>Enclosed documents</b>
	Please attach the following documents:
5.1	Recommendation from bishop / religious superior
5.2	Higher-level planning, statutes, diocesan pastoral plan(if available and not yet sent to missio München)
5.3	Image Material that shows the situation, beneficiaries and target groups (photos in high-resolution quality with at least 300 dpi)
5.4	Copies of decisions concerning third-party funding
5.5	<u>Project-specific documents (see questions for specific project types):</u>
a)	<i>Trainings, formation courses and programmes:</i> programme and agenda
b)	<i>Building:</i> <ul style="list-style-type: none"> <li>- Copy of the deed of the plot</li> <li>- Copy of the building permit</li> <li>- Site plan for the developing plot (sofern vorhanden)</li> <li>- Map of the city / town / village / settlement area (if available)</li> <li>- Detailed construction plans</li> <li>- Reliable cost estimate by planner</li> <li>- Cost estimate from at least two contracting companies (if available)</li> <li>- Photos of the development plot and of the direct surroundings / existing development</li> </ul>
c)	<i>Social institutions:</i> Concept
d)	<i>Income-generating measures:</i> investment plan and cost-effectiveness plan
e)	<i>If projects are to be manufactured and sold:</i> photos and drafts of the products
f)	<i>Purchase of vehicles and technical equipment:</i> Cost estimate from retailer
5.6	Guidelines for protecting supported people / children (if available and not yet sent to missio München)
5.7	Anti-corruption guidelines (if available and not yet sent to missio München)

Date:

Signature:

Stamp: