



**Instructions for submitting funding applications to be financed by
Waldensian Evangelical Church
(Union of Methodist and Waldensian Churches)
2018 Otto per Mille funds**

The Waldensian Evangelical Church of Italy (Union of Methodist and Waldensian Churches) participates, as other Churches duly authorised from the Italian Government, in the distribution of the Otto per Mille IRPEF funds (the “Eight per thousand” from the Italian taxpayer annual income tax) and it has decided to allocate the whole of it to social, healthcare, humanitarian and cultural interventions, both in Italy and abroad.

To this purpose, Organisations are given the opportunity to submit project proposals for obtaining a financial contribution, by following the procedures set out below on a yearly basis.

1. Eligible Organisations

The following applicants are eligible to receive Waldensian Evangelical Church (Union of Methodist and Waldensian Churches) Otto per Mille grants, under art. 4 of Law 409/1993:

- a) Institutions that are part of the Methodist and Waldensian system¹;
- b) National and international associations (e.g. associations, committees and social co-operatives provided that the funding requested is used the purposes stated by law 409/1993, i.e. healthcare, humanitarian and cultural purposes and not for profit making activities);
- c) National and international ecumenical Organisations

2. Type of interventions

Social assistance, healthcare, education, culture and global awareness projects, development cooperation aid and humanitarian, environmental and climatic emergencies response programs are eligible for Waldensian Evangelical Church (Union of Methodist and Waldensian Churches)

¹ It should be noted that, in accordance with the provisions of law 409/93, national and international Churches that are not part of the Waldensian Evangelical Church (Union of Methodist and Waldensian Churches) may not be the recipients of grants financed by Otto per Mille funds intended for the Waldensian Church. Entities or institutions that are part of other Churches may however benefit from such grants provided that they are formally incorporated and engaged in welfare, social, healthcare and cultural activities.

funds, providing that they aim to benefit communities and they are not for profit making activities.

Funding requests can be submitted for interventions to be implemented both in Italy ("**Projects in Italy**") and abroad ("**International Projects**").

3. Procedure for submitting applications

All funding requests must be submitted by using only the **forms available on the website**. Forms must be sent in **paper templates with the original signature of the applying Organisation's legal representative**, where specifically required.

- a) Letter of commitment**
- b) Project form**
- c) Budget**
- d) Abstract**

These papers must be submitted together with additional documentation as set out below.

3.1 Mandatory documents

Letter of commitment, project submission form, abstract and budget must be submitted in paper format and accompanied by the following documents in **electronic format, on CD-ROM or other digital device**:

- e) Certificate of incorporation²**
- f) Statute**
- g) Financial statements for the last two years³ (with notes and director's report) and the relevant approval documents by the entrusted body**

Finally, you're kindly requested to attach the following:

h) Statute and/or other document defining the mission and organizational structure of **any operational project partners** (this is not required if the partner is a national or international public institution).

More detailed clarifications relating what "operational partners" is meant by are provided at point 6 of the project form.

² *Organisations that incorporated under a different name, which was subsequently changed, must also submit the minutes of the general meeting that approved the change (or any other relevant act passed by the organisation and compliant with its statute), alongside with the original incorporation certificate.*

³ *Applicants which are not required to draw up financial statements, as established in national laws and organisation's statute, must submit a Statement of Activities to highlight their revenues and expenses with reference to the final figures for the two previous financial years and the related approval documents by the entrusted body, in accordance with the provisions laid down in the Applicant's Statute.*

i) Letters declaring support for the project: a duly signed commitment letter is required for each operational partner and each entity involved in the project, including Italian and foreign public bodies.

In order to identify all the other entities involved in the project, please check point 7 of the project form.

Translations in English, French, Spanish or Italian must follow documents that are not in these working languages.

Applicant Organisations that have already obtained an Otto per Mille contribution don't have to submit the Certificate of Incorporation and the Statute again, provided that these documents are still in force. Besides, any changes or amendments must be reported when submitting the application, under penalty of exclusion from the selection procedure and non-disbursement of the grant.

The above-mentioned documents must be submitted in PDF/A format in accordance with the ISO 190051:2005 standard. Even the PDF/A-1b version is allowed, since it guarantees documents' correct reproduction and long-term preservation⁴.

All **mandatory documentation** requested in electronic format must be split into **no more than 3 files for each application**. Each file has to be submitted in the above-mentioned format and **it must not exceed 2 megabytes**. Furthermore, it has to be labelled with the name of the organisation followed by "**Annexes1**", "**Annexes2**" and "**Annexes3**"

Example: Organisation "The Flower"
thefloweannexes1.pdf
theflowerannexes2.pdf
theflowerannexes2.pdf

3.2 Optional documents

The requesting Organisation has the option of submitting **additional documents** to support its application **and provide more detailed information** on the project proposal or the organisation itself.

Examples of optional documents:

- **Photographs**
- **Property deed of the building/land where the project will be implemented**
- **Leaflets, brochures**
- **Cash Flow** (expected revenues and expenses of the applicant Organisation)

It is strongly recommended that cadastral maps, plans, executive plans and land property deeds should be provided in case of building construction/renovation projects.

All **optional documentation** must be split into **no more than 2 files for each application**. Each file has to be submitted in electronic format and it must not exceed **2 megabytes**.

⁴ Free software (Open Office) or paid software (Adobe Acrobat) is available for the generation of compliant documents. Technical Support may be requested in copy shops or in specialist centres.

Furthermore, it has to be labelled with the name of the organisation followed by "**Miscellaneous1**" and "**Miscellaneous2** ":

Example: Organisation "The Flower"
theflowermiscellaneous1.pdf
theflowermiscellaneous2.pdf

Each Organisation could submit one or more funding requests at the same time. In this case, each application must be filled out on separate form (e.g. letter of commitment, project form, budget and abstract must be specific to each project).

Certificate of incorporation, Statute, Financial statements and related approval documents can be submitted **just one time, alongside one of the project proposals. In this case it is important to indicate in which proposal these documents are included.**

Instead, **mandatory documents relating operational partners and other entities involved in the project, as well as the optional documentation, should always be included in the project proposal** which they provide further details about.

The Otto per Mille Office may request additional documents and information at any time of the preliminary or evaluation phase.

All applications incomplete or non-compliant with the instructions provided will not be considered.

3.3 Submission of the applications

Applications must be submitted in a sealed envelope, delivered by hand or sent by registered mail, no later than **Thursday November 30, 2017**. (the postmark of the receiving post office shall serve as proof thereof) to the following address:

Tavola Valdese-Ufficio Otto per Mille
Via Firenze 38
00184 Rome, Italy

The Otto per Mille Office will be open between 9am-1pm/2pm-5pm, even on the project submission deadline.

If the applicant submits two or more funding requests, it is strongly recommended that all project proposals should be sent in one envelope.

All applications not compliant with the above-mentioned requirements will not be considered.

4. Project selection and evaluation procedure

The project selection procedure consists of two phases:

- 1) **The preliminary phase:** relating to formal eligibility of the proposal and its compliance with the Waldensian Otto per Mille guidelines;

-
- 2) **The evaluation phase:** relating to contents and quality of each project proposal which has been deemed suitable during the preliminary phase.

Funding requests falling within the following conditions will not be admitted to the second phase:

- a) **Proposals submitted by not eligible applicants**, according to the requirements under section 2;
- b) **Incomplete applications:** proposals submitted with different forms than those required, incorrectly filled out, missing one or more mandatory attachments, or providing unreadable electronic documents;
- c) **Applications not compliant with the Waldensian Otto per Mille scope and purposes**, as indicated under section 3;
- d) **Applications delivered late or via other means than those required.**

On completion of the whole evaluation process, the list of approved projects will be published on the www.ottopermillevaldese.org website from September 2018.

All Organisations getting the funding will receive an official communication as well, providing the guidelines for the disbursement of the grant.

Projects and initiatives to be financed, as well as the granted amount, will be decided by the Waldensian Evangelical Church (Union of Methodist and Waldensian Churches), in its own discretion.

5. Other information

5.1 Multi-year projects

Funding is granted for single years. As for projects developing over multiple years, applicant should describe the intervention as a whole, while at the same time submitting the funding request, the implementation plan and the project budget for the single year which the application relates to.

This means Organisations must provide detailed information on project activities and budget for every single year and submit the funding request for the year of reference.

In order to get funding for the following years of the same project, applicants have to submit the request again every year. Obtaining the grant for one year doesn't guarantee further positive outcomes for the following requests.

5.2 Submission of the same funding request for multiple, consecutive years

A project that has already been approved once may be submitted again for two or more consecutive years. This possibility is contemplated for interventions that require a financial contribution over the longer term due to their very nature. Besides, this does not guarantee that the project will receive the expected funding each time.

5.3 Change of fund allocation

The contribution is granted exclusively in relation to the project proposal submitted and it is not allowed to use the funding for projects other than the approved one. In case a change of project is required, an official request must be submitted to the Otto per Mille Office. Only in altogether exceptional cases will a different allocation of the funds be authorised.

5.4 Non-utilisation of committed funds

If, after the official approval of the grant, the Organisation is unable to use the funds, the Otto per Mille Office must be promptly informed. If this occurs during project implementation and after the transfer of one or more grant instalments, the Institution is required to return all the amounts already disbursed and not properly accounted for.

5.5 Financial management and reporting

All information relating to the financial management of approved projects are provided in the "Guidelines for financial reporting of projects funded by Otto per Mille of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches)", which can be downloaded from the www.ottopermillevaldese.org website.

5.6 Visibility

In accordance with the basic principle of transparency which inspires the Waldensian Church in Otto per Mille resources management, all recipient Organisations are required to use the "Waldensian Otto per Mille" logo in every communication materials produced within the framework of the project, by submitting an authorisation request to the Office, under penalty of forfeiture of the grant. For further information, please read the "Visibility" document, which can be downloaded from the www.ottopermillevaldese.org website

**The Otto per Mille Office is available to provide assistance in filling out
funding applications through the following
contact details:**

**Email: 8xmille@chiesavaldese.org
Tel.: 0039 06-4815903**

Guidelines to filling out the project form

Below there is a template of the Project form, with operational guidelines on how to fill it out. This form can be downloaded from the website.

OTTO PER MILLE PROJECT SUBMITTED TO THE WALDENSIAN EVANGELICAL CHURCH (UNION OF METHODIST AND WALDENSIAN CHURCHES IN ITALY)

2018 Otto per Mille Funds

All fields of this form must be accurately filled out. Any changes in the template will invalidate the request.

PROJECT IN ITALY

INTERNATIONAL PROJECT

*Please, check the appropriate box. In case of projects envisaging activities both in Italy and abroad, the selection must be made while taking into account the **primary** location of the envisaged activities. The Office will verify the appropriateness of the indicated area.*

PART A

REQUESTING ORGANISATION DETAILS

The Organisation submitting the funding request is legally responsible for the project and its financial management.

1. NAME OF THE ORGANISATION

Enter the full name and, if applicable, the acronym. In case of the local sections of a national network, please also indicate the reference area (region, province or town).

2. REGISTERED OFFICE

Please enter the full address (street, city, ZIP code), phone and e-mail.

3. OPERATIONAL HEADQUARTERS

Fill out only if applicable. In the case of multiple operational headquarters only indicate the one directly involved in the project.

Please enter the full address (street, city, ZIP code), phone and e-mail.

4. CONTACT DETAILS FOR COMMUNICATIONS

All information relating to the project will be sent to the contact details indicated here.

Please enter the full address (street, city, ZIP code), phone and e-mail, and promptly inform the Office in any case of change.

5. WEBSITE

Indicate the website of the applicant Organisation.

6. TAXPAYER IDENTIFICATION NUMBER

Indicate the taxpayer identification number of the applicant Organisation.

7. LEGAL REPRESENTATIVE

Indicate the name of the person formally recognised as Legal Representative.

8. LEGAL STATUS

Check the appropriate box. If there is no directly applicable box, check the "Other" box and indicate the type of Organisation. Be careful to take into account the eligibility criteria listed in section 2 of the instructions.

- Association
- Committee
- Social Co-operative
- Institutions that are part of the Methodist and Waldensian system
- Other (Please specify)
.....

9. FURTHER LEGAL AND FISCAL SPECIFICATIONS

Check the reference/s box/es. If non-profit status has been obtained please check this box as well

- Incorporated association
- Unincorporated association
- Association for Social Advancement
- Amateur Sports Club
- Non-governmental Organisation
- Voluntary Organisation
- Other (Please specify)
.....

- Non-profit Organisation

10. YEAR OF ESTABLISHMENT

Indicate the year in which the Organisation was formally established.

11. PUBLIC REGISTRATION DETAILS

Indicate the registration number entered in the reference register for the specific category of the Organisation and/or the registration number entered in the General register of non-profit institutions.

12. NUMBER OF MEMBERS

Indicate the number of Organisation members.

13. MEMBERS OF THE BOARD OF DIRECTORS

List the names of all members of the Organisation's board of directors.

14. MEMBERS OF THE BOARD OF STATUTORY AUDITORS

List the names of all members of the Board of Statutory Auditors or the internal audit

committee.

15. PURPOSES OF THE INSTITUTION

Briefly describe the purposes of the Organisation, considering that more detailed information is to be found in the Statute (Max. 1,000 characters including spaces).

16. ACTIVITIES CARRIED OUT BY THE ORGANISATION

Briefly describe the activities implement by the Organisation before submitting the funding request, even if such activities are not related to the project proposal submitted (Max. 3,000 characters including spaces).

17. ORGANISATION MEMBERS AND HUMAN RESOURCES

Indicate the total number of the Organisation members.

No.

Indicate the number of people who contribute, in various capacities, to performing all of the institution's activities.

<i>Organisation's employees</i>	<i>Volunteers</i>	<i>Paid external consultants</i>	<i>Other (specify the category)</i>	<i>Total</i>
<i>No.</i>	<i>No.</i>	<i>No.</i>	<i>No.</i>	<i>No.</i>

18. INSTITUTION FUNDING SOURCES

List the Organisation's funding sources.

E.g.: Membership fees, municipal/regional/national funds and so forth.

19. PUBLIC OR PRIVATE, NATIONAL OR INTERNATIONAL ORGANISATION PARTNERS

List the Organisations with which the applicant cooperates/has cooperated for common purposes.

20. HAS THE INSTITUTION ALREADY REQUESTED THE WALDENSIAN CHURCH "OTTO PER MILLE" FUNDING?

Check the appropriate box

NO YES

Only fill out if the applicant obtained the funding and, in the case of allocations over several years, only indicate the most recent funding.

Year: _____

Project title: _____

21. How did you find out about the possibility of submitting a funding request to the Waldensian Evangelical Church?

E.g. information obtained on the Internet, advertising spot, word of mouth, direct knowledge etc.

- 22. Indicate a Church, an institution or a person with which/whom the applicant has cooperated in recent years and which/whom references may be requested to.**
(Indicate a max. of 4 references)

PART B

THE PROJECT

1. TITLE

2. OBJECTIVE

Briefly describe the main purpose of the project

3. DESCRIPTION

Provide details of the project to be implemented while highlighting the following:

- *The background of the action*
- *The objectives that the project aims to achieve*
- *The strategy of the intervention: the actions that will be carried out and the methodology with which they will be implemented*

*Please describe the proposal while not exceeding 10,000 characters including spaces. Additional information may be provided in the "Miscellaneous" file if it is **necessary** for correct understanding of the proposal. **The ability to clearly illustrate the intervention while complying with the required instructions is an element that will be considered in evaluating the project.***

4. DURATION

Expected duration of the project (e.g. months)

5. BENEFICIARIES

Quantitative and qualitative description of project beneficiaries (e.g. number of people)

6. PUBLIC OR PRIVATE, NATIONAL OR INTERNATIONAL PROJECT PARTNERS

List the project operational partners and briefly describe their role within the project. The statute or other documents that describe the Organisation's mission as indicated in section 3.1 of the instructions must be enclosed for all private entities, as well as the letter of commitment declaring support for the project.

Please note that operational partners are defined as all the entities taking part in the project implementation, by carrying out scheduled project activities or by managing their share of project expenditure, together with the lead organisation, with no prejudice with the requirements laid down in the Guidelines for financial reporting.

7. OTHER ENTITIES INVOLVED IN THE PROJECT

Please list all the other entities which are involved in the project, though they are not directly in charge of delivering scheduled activities, neither do they manage an assigned share of the project budget. A letter of commitment for each entity listed here must be enclosed.

These Entities should not be confused with legal or natural persons providing services (supplies, expertise, external human resources etc.) whose activity is paid against duly issued invoices.

8. AREA OF PROJECT INTERVENTION

Indicate the field of project intervention.

E.g.: Social and healthcare assistance, Migrants and refugees, Child protection, fight against gender based violence, Education, Culture, Water and Sanitation, Healthcare interventions, etc.

9. HUMAN RESOURCES

Indicate how many human resources will be directly involved in project implementation.

Organisation's employees	Volunteers	Paid external consultants	Other (specify the category)	Total
No.	No.	No.	No.	No.

10. LOCATION OF PROJECT IMPLEMENTATION

Indicate the region, the city and, if possible, the address of the place where the initiative is to be implemented. In case of international projects, please also specify the country.

11. LEGAL OWNERSHIP OF THE LOCATION IN WHICH THE PROJECT IS TO BE IMPLEMENTED

Enter the name of the owner of the site where the project is to be implemented.

E.g.: Owned by the requesting institution, by the Municipality/Province/Region, by any project partners or by other stakeholders.

Official documents attesting the ownership of the land/building on/in which the project is to be implemented, are strongly recommended, particularly for international projects, as confirmation of what has been expressly declared.

12. NAME OF THE PROJECT MANAGER

Indicate the name and contact details (phone number and email address) of the person in charge of project coordination.

Please promptly report any replacement of the contact person.

13. TOTAL COST OF THE PROJECT

Specify the cost of the project, broken down by the spending items contained in the Budget (excel file).

For international projects it is necessary to give the amounts both in Euros and in the foreign currency.

Fill in the following items very carefully, ensuring they tally with Budget Template items and match the corresponding sums.

BUDGET LINES	EURO	FOREIGN CURRENCY
Human resources		
Travel and transportation		
Equipment and Supplies		
Purchase/Construction/Renovation of building and facilities		
Awareness and outreach		
Training		
Other costs (please specify)		
Overheads costs (please specify)		
TOTAL COST		

14. OTTO PER MILLE AMOUNT REQUESTED

*Enter the amount of Otto per Mille funding requested. For multi-year projects, **exclusively** indicate the amount requested for one single year (the year to which the application relates).*

15. PROJECT FUNDING SOURCES

Enter the amounts of project funding sources other than the Waldensian Otto per Mille breaking them down by between available resources and resources still to be raised. Please enter the following sections very carefully, ensuring all the sums are correct.

AVAILABLE FUNDS

Indicate the actual funds available for project implementation purposes at the time of application submission.

Own funds	
Funds from other sources <i>(E.g. Funding requested to other institutions and already received)</i>	
Agreed loans	
TOTAL	

EXPECTED FUNDS

Indicate funds still to be raised at the time of submission of the application. Also enter the amount of the Otto per Mille contribution requested.

Own funds	
Funds from other sources <i>(E.g. Funding requests submitted to other institutions and not approved yet)</i>	
Expected loans	
OPM FUNDS REQUESTED*	
TOTAL	

** This figure must be the same as the figure indicated in section 14*

With specific reference to the field "Funds from other sources", please list the Institutions from which funding has been obtained or to which a contribution has been requested. Please indicate the amount as well.

16. MEDIUM/LONG TERM LOANS AND LIABILITIES

Indicate the institution and the amount

17. BANK ACCOUNT WHERE TRANSFERRING FUNDS:

It should be noted that the account holder shouldn't be a natural person or an Organisation other than the applicant.

BANK NAME:

BANK ACCOUNT HOLDER:

IBAN:

BIC or SWIFT: *(for foreign bank accounts)*

CORRESPONDENT BANK: *(for foreign bank accounts)*

18. PROJECT ATTACHMENTS

Please list documents attached by checking corresponding boxes and by indicating additional optional documents, if any.

- Certificate of Incorporation *(not required if the institution has already obtained funding).*
- Statute *(not required if the institution has already obtained funding).*
- Financial statements for the last two years and related approval acts
- Statute or other documents suitable for describing the mission of operational partners *(if there are operational partners)*
- Commitment letters of operational partners and other entities involved in the project *(if there are operational partners or other entities involved in the project)*

Other documents attached *(List the names of all others attachments to project proposal)*

19. SIGNATURE OF LEGAL REPRESENTATIVE

Please write an original and readable signature

20. PROJECT SUBMISSION DATE