



# FUNDING APPLICATION GUIDELINES

OTTO PER MILLE FUNDS OF THE WALDENSIAN CHURCH  
CALL 2020

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UFFICIO OTTO PER MILLE  
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## 1. General characteristics of the call

The Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) contributes, like other religious denominations, to the distribution of IRPEF Otto per Mille funds and has chosen to allocate all the grants due to it exclusively to support social, welfare, humanitarian and cultural interventions, both in Italy and abroad. To this purpose, every year association bodies are offered the opportunity to submit project proposals in order to obtain a financial contribution.

Project proposals can only be submitted online using the JUNO platform. The system is available in both the Italian and English versions at the following address <https://juno.chiesavalde.net>.

The call will be open from 2 January 2020 and the proposals must be sent by and not after 23:59 of 31 January 2020.

### 1.1 Lead subjects

The following applicants are eligible to receive Otto per Mille grants of the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) pursuant to Article 4 of Law 409 of 1993:

- Entities belonging to the Methodist and Waldensian order;
- Italian or international associations (Associations, Committees, NGOs and non-profit Organisations provided that the requested grant is used for charitable, humanitarian, cultural purposes and not for profit activities);
- Italian or international ecumenical organisations.

In order to allow a greater number of entities to participate, each subject outside the Methodist and Waldensian order **may submit a maximum of 2 Funding Applications** as a proposing subject. It should be noted that in the event the external Organisation submits more than 2 Funding Applications, the Otto per Mille Office will consider the first 2 Funding Applications submitted.

Only the Entities able to submit **the last two final financial statements or the last two cash-flow statements together with the related supplementary notes and minutes of approval decided by the body in charge as per the bylaws in force may be allocated Otto per Mille funds**, with the related supplementary notes and minutes of approval<sup>1</sup>. For Entities located abroad, the financial statements or cash-flow statement with the relative minutes of approval will be sufficient.

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<sup>1</sup> In case the Organisation is not required, by the articles of association or by law, to draw up financial statements for its activities, it is essential to submit a management report aimed at highlighting the income and expenditure with reference to the actual data for the two previous years. The deeds of approval decided by the body in charge as per the bylaws must be attached. In cases where the bylaws do not provide for the approval of the financial statements or the cash-flow statement, the audit report may be attached.

## 1.2 Objectives and categories of intervention

The Otto per Mille funds of the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) may finance welfare and healthcare projects, educational, cultural and integration interventions, programmes supporting development and the response to humanitarian, environmental and climate emergencies, provided that they bring benefits to a community and are nonprofit.

The interventions may be carried out both in Italy and abroad and must pursue the objectives identified within an intervention category specified below.

The project proposals must pursue one of the following objectives according to the intervention category defined based on the geographical area. **The activities indicated are by way of example and constitute a non-exhaustive list.**

### 1.3 Geographic area: Italy

#### Health Interventions and health protection

- **Objective:** to improve the quality of life of and the services of assistance and care for people suffering from chronic degenerative, neoplastic, immunodepressive diseases, etc.; raise awareness about preventing these diseases.

*Activities by way of example: actions to integrate the supply of healthcare services in the territory, purchase of equipment, psychological support, prevention campaigns, free-phone numbers, etc.*

#### Promoting the well-being and growth of children and young people

- **Objective:** to promote the relational, emotional and cognitive growth of children and young people through interventions that encourage training and social integration.

*Activities by way of example: programmes against dropping-out and leaving school early, youth centres, children's libraries, summer camps, etc.*

#### Cultural activities

- **Objective:** to promote access to cultural heritage and the production of goods of scientific, artistic and popular value.

*Activities by way of example: organising conferences, seminars, shows and concerts, etc.*

#### Improve the living conditions of people with disabilities

- **Objective:** to encourage full social inclusion through independent working and living programmes; improve the quality of life through recreational and sporting activities; increase the level of emotional and psychological well-being in order to establish mature relationships with others and to participate constructively in the life of the community.

*Activities by way of example: assisted co-housing, training courses, internships, recreational workshops, sports activities, psychological support, assistance to families, etc.*

#### Reception and inclusion of refugees and migrants

- **Objective:** to promote policies for the reception and integration of refugees and migrants by improving and promoting services of psycho-social, health, legal and training assistance as well as access to the labour market.

*Activities by way of example: assistance services, counselling, health care, legal assistance, psychological support, internships, training courses, language courses, etc.*

### **Fighting poverty, social unease and job insecurity**

- **Objective:** to combat social marginality and socio-economic and employment insecurity.

*Activities by way of example: meal distribution services, street mobile units, vocational training, programmes to combat NEET risk and addiction, co-housing, social portage, etc.*

### **Elderly**

- **Objective:** to encourage the psycho-physical and relational well-being of the elderly through reception, assistance and socialisation programmes.

*Activities by way of example: reception activities in residential and semi-residential facilities, home curative and rehabilitative interventions, tele-assistance, home care, recreational and sports activities, etc.*

### **Citizenship education**

- **Objective:** to raise awareness among the population and promote a dialogue on issues of social and ethical importance; encourage courses that promote active citizenship, civil rights and that combat hate speech, intolerance and discrimination.

*Activities by way of example: awareness campaigns on the 17 Millennium Development Goals; anti-bullying activities, observatories, research, seminars, conferences, workshops in schools, etc.*

### **Preventing and combating gender-based violence**

- **Objective:** to prevent and combat all forms of gender-based violence through counselling programmes, psychological support, legal assistance and economic and social empowerment.

*Activities by way of example: psycho-social and health counselling, assistance for female victims of violence, minors and LGBTQI communities, anti-violence centres, shelters, programmes for abusive men, etc.*

### **Recovery and inclusion of prisoners and former prisoners**

- **Objective:** to improve the psycho-physical well-being of prisoners and encourage inclusion and re-integration into society.

*Activities by way of example: housing and work inclusion, cultural and recreational activities, observatories on the rights and conditions of prisoners, assistance to families, etc.*

### **Protecting the environment**

- **Objective:** to contribute to fighting climate change through awareness-raising activities, protecting the environment and promoting alternative lifestyles.

*Activities by way of example: awareness-raising and advocacy campaigns, biodiversity promotion programmes, protecting of environmental and landscape heritage, etc.*

## **1.4 Geographic area: Abroad**

### **Fighting malnutrition**

- **Objective:** to combat malnutrition in children and adults.

*Activities by way of example: promotion of food self-sufficiency for adults and children, distribution of food to vulnerable people (not in emergency situations), educational programmes on food hygiene and healthy eating, training of local staff, etc.*

## **Promotion of the role of women and gender equality**

- **Objective:** to combat discrimination against girls and women, improve their access to social and health services, strengthen the women's role in society.

*Activities by way of example: legal, psycho-social and health assistance, actions to combat discriminatory practices such as early marriages, genital mutilation, sexual exploitation, interventions aimed at reducing maternal and child mortality and promoting sexual and reproductive health, training and assistance to income-generating activities and women's cooperatives etc.*

## **Access to water and hygiene:**

- **Objective:** to improve sanitation and access to water for domestic and agricultural use.

*Activities by way of example: WASH programmes, construction of water supply systems, sanitation and waste water drainage systems, training programmes to manage water resources and improve personal hygiene practices, etc.*

## **Participation, dialogue, governance and human rights**

- **Objective:** to promote democratic participation, strengthen the civil society, good governance and the protection of human rights, with particular reference to ethnic, religious and linguistic minorities; to support peacekeeping and conflict prevention.

*Activities by way of example: programmes to combat slavery, protection of prisoners' rights, inclusion of people with disabilities, civic education campaigns, capacity building and advocacy for local institutions, e.g. freedom of the press, combat against land grabbing, etc.*

## **Child protection**

- **Objective:** to ensure the protection of the rights and well-being of children and adolescents.

*Activities by way of example: programmes for the recovery and social reintegration of children at risk, measures to combat child labour, early school leaving, sexual exploitation of children and young people, measures to protect their rights in detention centres, training programmes for social workers etc.*

## **Education**

- **Objective:** to ensure basic literacy for adults and children; increase the levels of access of children and young people to quality, inclusive and equal primary and secondary education, with particular regard to the female target group and beneficiaries from vulnerable groups (such as the disabled, indigenous people, orphans etc.).

*Activities by way of example: constructing and upgrading school facilities; provision of educational materials; training of teaching staff; provision of meals during school hours; after-school services; literacy campaigns for adults etc.*

## **Vocational training and income-generating activities**

- **Objective:** to encourage the level of employment through vocational training courses and income-generating activities.

*Activities by way of example: vocational training and integration and reintegration into employment for young people and adults, internships and scholarships, services to assist in income-generating activities and support small local cooperatives etc.*

### **Protecting the environment**

- **Objective:** to protect the environment and biodiversity; combat desertification and mitigate its effects; improve access to eco-sustainable systems in the field of energy supply and waste management.

*Activities by way of example: actions to restore and conserve ecosystems, ecological management programmes and sustainable waste disposal; actions to promote energy efficiency through renewable and sustainable sources, environmental education campaigns, etc.*

### **Rural development and food safety**

- **Objective:** to promote food self-sufficiency in rural communities; improve the production and/or marketing techniques used in agriculture, livestock farming, fisheries and agro-silvo-pastoral systems, with particular attention to sustainable resource management.

*Activities by way of example: provision of equipment and inputs in the agricultural and pastoral field; technical training courses in the primary sector; support courses for income-generating activities and accompaniment for small producers in rural areas etc.*

### **Health interventions and health protection**

- **Objective:** to increase the levels of access to high quality basic and specialist health services; improve social and health care and rehabilitation services for the elderly and/or disabled.

*Activities by way of example: supply of equipment, medicines, vaccines and prevention devices, construction and adaptation of hospitals, clinics and dispensaries, training courses for medical personnel, prevention, diagnosis and treatment interventions, social and health care and rehabilitation services etc.*

### **Humanitarian - emergency aid**

- **Objective:** to provide first aid to the populations affected and restore primary services in response to humanitarian crises caused by natural disasters, famines, epidemics, armed conflicts; promote the reconstruction of infrastructure, the rehabilitation of the social and economic fabric and the activation of resilience mechanisms in contexts of ongoing instability after an emergency phase.

*Activities by way of example: distribution of basic necessities, setting up of first reception camps and other measures of immediate response to the outbreak of humanitarian crises, formal and non-formal education, social integration, recovery and empowerment for refugee and displaced population and host communities etc.*

## **2. Criteria to participate in the call**

Projects must be submitted exclusively online, through the JUNO IT platform accessed via the link <https://juno.chiesavaldese.net> no later than 23:59 of 31 January 2020.

In order to avoid disruption due to the large number of users on the platform at the same time during the closing phase of the call, it is advisable to submit the application a few days before the deadline.

For specific instructions on how to use the system, please refer to the JUNO Instructions, available at <https://www.ottopermillevaldese.org/presenta-un-progetto/> and on the guide button (?) inside the JUNO platform.

### *2.1 Operational partners and other bodies involved*

The project proposal may be submitted in partnership with other entities, and other bodies involved in the intervention may be indicated.

The operational partners are those subjects who participate in implementing the project or part of it by carrying out activities and/or administering the budget together with the proposing organisation in accordance with the guidelines for the project's financial management.

Local administrations, universities, research centres, ecclesiastical organisations not belonging to the Methodist or Waldensian system, Italian hospitals and schools can take part in the call as operational partners, intervening only in implementing the project activities without directly incurring the costs to be charged to the Otto per Mille funding.

The other bodies involved, other than the operational partners, are the entities involved in the project that do not directly implement the activities included and do not participate in the management of the expenditure plan.

The other bodies involved in the project must not be confused with the service providers (goods, consultancy, human resources, etc.) whose activities are paid for by issuing a regular invoice.

## **3. Documentation to participate in the call**

Only applications submitted via the JUNO IT platform, completed in full and sent by the deadline of the call, will be considered eligible.

### *3.1 Mandatory documentation*

Submitting the following documents is a condition of eligibility for the evaluation phase:

#### **In the Organisation Profile Area / Organisation Section of the Grant Request:**

- Articles of Association of the applicant in the form of an authenticated or registered public deed or private contract;
- Bylaws;
- Final financial statements or cash-flow statement<sup>2</sup> of the last two financial years, with related supplementary notes and/or management report, of the applicant;
- Deeds approving<sup>3</sup> the final financial statements or cash-flow statement of the last two financial years of the applicant, decided by the appointed body as per the bylaws

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<sup>2</sup> In case the Organisation is not required, by the articles of association or by law, to draw up financial statements for its activities, it is essential to submit a management report aimed at highlighting the income and expenditure with reference to the actual data for the two previous years.



NB: Please note that the Organisation Section of the Funding Application is pre-filled on the basis of the data already entered in the Organisation Profile.

#### **In the Project Section of the Funding Application:**

- Bylaws and/or another document that suitably describes the operational partner's mission in case it is not an Italian or international public entity;
- Letters of intent relating to the project from operational partners and/or other bodies involved;
- In the case of interventions on buildings or land, deed of ownership and/or certificate of availability.

#### Subsequent additions will not be accepted.

All mandatory documentation must be in Italian or in a language of choice among English, French and Spanish. Any documentation not written in Italian or English, French or Spanish must be accompanied by a translation, not sworn, in Italian or English. The original language version of the document and its translation must be contained in a single file.

All funding applications submitted without complying with the above indications will be considered incomplete and will be blocked during the preliminary phase.

#### *3.2 Optional documentation*

It is possible to supplement the funding application with further documentation, aimed at providing more detailed information on the project proposal, the proposing Organisation or the partner.

For example, optional documentation may include the CVs of the professionals involved in the project, quotes for the purchases and services required as part of the intervention, communications from other financial backers certifying that additional funding has been obtained for the same initiative that is the subject of the application, etc.

Every section and field on the form marked with an asterisk (\*) must be completed correctly.

### **4. Project selection and evaluation procedure**

The project selection procedure is divided into two phases:

- The preliminary phase: relating to the verification of the formal eligibility of the funding application;
- The evaluation phase: relating to the qualitative examination of intervention proposals that proved to be eligible during the preliminary phase.

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<sup>3</sup> The deeds of approval decided by the body in charge as per the articles of association in force must be attached. In cases where the articles of association do not provide for the approval of the financial statements or the cash-flow statement, the audit report may be attached.

#### 4.1 Preliminary phase

In the preliminary phase, the formal correctness of the documents submitted will be verified. For this reason the applications must:

- be submitted by a subject eligible to receive funding;
- be forwarded through the online JUNO platform no later than 11:59 p.m. on 31 January 2020;
- be complete with all mandatory documents correctly uploaded in the system;
- report any operational partners and the role these play in the project;
- report any other bodies involved and the role these play in the project.

During the preliminary phase the Otto per Mille Office may request some explanations. Applications will be notified within the JUNO platform; Entities will have to monitor the system to check whether there are any notifications. **If after seven working days** there is no response to the request for documentary additions and/or explanations, the funding application will be considered incomplete and will be blocked definitively.

#### 4.2 Evaluation phase

After passing the preliminary phase, in order to assign the grant, funding applications will be evaluated based on the following criteria:

1. Completeness and precision in describing the reference context, i.e. clear description of the thematic scope of the territory of implementation of the activities, with indication of the issues tackled, their causes and implications;
2. Correspondence between the problem identified and the objectives to be achieved, i.e. clear correspondence between the logic of the intervention and the analysis of the needs;
3. Relationship between objectives and activities, i.e. definition of an intervention logic that defines a clear correlation between activities and objectives;
4. Ratio of estimated costs to planned activities, i.e. allocation of costs and consistency of expenditure items with the activities. A possible co-funding by other backers and/or the investment of resources by the lead Organisation will be welcomed.
5. Consistency between the funding application and the statutory purposes of the Organisation, i.e. precise correlation between the proposed intervention and the mission and experience of the proposing Organisation;
6. Proportionality between the Organisation's budget and the grant requested, i.e. consistency with the Organisation's financial capacity and organisational structure;
7. Consistency between the funding application and the Otto per Mille purpose, i.e. respecting the intervention categories and the objectives defined in this document.

If an Organisation has already received Otto per Mille funding of the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches), the quality of the activities achieved and the management of the reporting phase will also be evaluated.

**The funded projects and initiatives, as well as the amount assigned will be selected at the sole discretion of the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches).**

The list of funded projects will be published on the website [www.ottopermillevaldese.org](http://www.ottopermillevaldese.org) after the first week of September.

## **5. Other information**

### *5.1 Submitting funding applications for several consecutive years*

Funding applications that were positively evaluated may be re-submitted for several consecutive years. This possibility is envisaged for interventions which, by their nature, require a long-term financial contribution. However, there is no guarantee that the project itself will receive the expected funding each year.

### *5.2 General principles*

In accordance with the principle of transparency that guides the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) when managing the Otto per Mille resources, all the Entities receiving funding will be obliged:

- To comply with the reporting guidelines set out in the document “Guidelines for reporting projects funded with Otto per Mille funds of the Waldensian Evangelical Church” that can be downloaded from the website [www.ottopermillevaldese.org](http://www.ottopermillevaldese.org);
- To allow visits and audits, even if unannounced, related to the activities of the project by persons appointed or entrusted by the Tavola Valdese;
- To ensure adequate and correct visibility of the funding obtained through the use of the logo “Otto per Mille Valdese” according to the criteria expressly reported in the document “Visibility guidelines” that can be downloaded from the website [www.ottopermillevaldese.org](http://www.ottopermillevaldese.org).

The funding will be provided only after concluding the “Start-up” and, if needed, the “Change Request” phases as per operating instructions published on the website.

## **6. Contacts**

Detailed instructions with screenshots are available on the website to help the entities to enter the funding application. For any technical problems, please write to the following e-mail address: [opm.bando@chiesavaldese.org](mailto:opm.bando@chiesavaldese.org) always providing a telephone number and the name of the Organisation.