

# FUNDING APPLICATION GUIDELINES

OTTO PER MILLE FUNDS OF THE WALDENSIAN CHURCH  
CALL 2022

WALDENSIAN CHURCH – Union of the Methodist and Waldensian Churches

OTTO PER MILLE OFFICE  
VIA FIRENZE 38, 00184 - ROME

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# 1 General characteristics of the call

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The Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) takes part, like other religious denominations, in 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 must only be submitted online using the JUNO platform. The system is available in both the Italian and English versions at the following address <https://www.ottopermillevaldese.org/english-version/>.

For how to submit a Request for Grant (RfG), please refer to the Operating Instructions for sending a RfG (IO 04 EN Instructions Use of Platform Rev 02). Those organisations that have already created an Organisation profile, should make sure that the data entered and the attachments are still valid, updating them before drawing up a new RfG, where necessary.

The Requests for Grant must be completed exclusively in Italian or English.

The call will be open from **09:00 am Rome time (UTC +02) on 7<sup>th</sup> January 2022** and the proposals must be sent by and not after **11:59 am Rome time (UTC +02) on 27<sup>th</sup> January 2022**.

The RsfG submitted with methods other than those indicated in this call and/or without the compulsory documentation will be considered ineligible.

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 <https://www.ottopermillevaldese.org/english-version/>;
- To allow visits and audits, even if unannounced, related to the activities of the project by persons appointed by the Tavola Valdese;
- To ensure adequate and correct visibility of the funding obtained through the use of the Waldensian Otto per Mille logo according to the criteria expressly reported in the document “Visibility guidelines” that can be downloaded from the website <https://www.ottopermillevaldese.org/english-version/>.

## 1.1 Objectives and categories of intervention

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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 activities listed at the bottom of each category of intervention are to be considered as examples only: they do not constitute an exhaustive list.**

## 1.2 Geographic area: Italy

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### **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, concerts, etc.

### **Improving 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 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 Global 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 eco-compatible lifestyles.

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

## 1.3 Geographic area: Abroad

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### **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 (excluding in the framework of emergency aid projects), 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; to 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 women's income-generating activities and 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 income-generating activities and support small local cooperatives etc.

**Environment Protection:**

- 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 security:**

- 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**

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Requests for Grant must be submitted exclusively online, through the JUNO IT platform accessed via the link <https://juno.chiesavaldese.net>.

Any entity outside the Italian Methodist and Waldensian system may submit a maximum of two RsfG as an applicant. In the event that the Entity submits more than two RsfG, the Otto per Mille Office will consider only the first two submitted, the others will be considered ineligible.

All sections and fields in the form marked with the symbol (\*) must be correctly filled in.

### **2.1 Lead subjects**

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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.

The lead subject must have been in existence for more than 2 years, i.e. must be able to produce the final financial statements of the financial years 2019 and 2020<sup>1</sup>, with explanatory notes and/or management report and related minutes of approval.

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<sup>1</sup> In cases where the bylaws provide for the entity to draw up financial statements referring to the fiscal year and not to the calendar year, it will be necessary to attach the financial statements for the years 2018/2019 and 2019/2020.



## 2.2 Operational partners and other bodies involved

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

### **Operational Partners:**

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

Italian administrations and public bodies (e.g. universities, hospitals and public schools) and ecclesiastical organisations not belonging to the Italian Waldensian and Methodist system 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.

### **Other bodies involved:**

The other bodies involved, other than the operational partners, are the entities involved in the project that **do not participate** in the implementation of the activities, may be the beneficiaries, do not administer budget shares, but contribute to the good performance of the initiative, sometimes in a decisive way.

All the other Institutions involved must be duly identified, on pain of exclusion of the RfG.

By way of illustration only, other bodies involved must be considered:

- The individual school complexes and/or the comprehensive schools and/or the offices of the municipal administrations responsible for the management of schools in the case of interventions to be carried out within school facilities or in favour of students;
- Remand Centres, juvenile penitentiaries, criminal enforcement offices in the case of interventions within prisons or juvenile criminal institutions and/or that require interventions in favour of inmates or former inmates as an alternative to punishment;
- Hospitals, nursing homes, etc. in the case of activities to be carried out within hospital facilities;
- Libraries, local administrations, park and green space management bodies or any other entities in case of projects totally or partially implemented in premises made available by them.

Operational partners and other bodies involved are entities from the third sector, public bodies or local administrations, etc. In no case can a natural person be considered as a partner or other body involved.

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.

The bodies that contribute to the initiative exclusively through funding are not to be considered partners or other bodies involved, but other financial backers. The contribution granted by them will be detailed in the budget plan of the intervention.

In the event that an analysis of the Request for Grant reveals operational partners and/or other bodies involved that are not identified as such by the Lead Subject and for which the requested documentation has not been attached, the Request for Grant shall be considered incomplete and ineligible.

The identification of operational partners and/or other parties involved is the result of an unquestionable evaluation of the Otto per Mile Office that is based on the information provided by the Entity in the RfG.

## 3 Documentation to participate in the call

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Only those Requests for Grant submitted via the JUNO IT platform, completed in full, containing the mandatory documents and sent by the deadline of the call, will be considered eligible.

### 3.1 Mandatory documentation

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

#### In the Organisation Section of the Request for Grant

##### *For organisations registered in Italy:*

1. Articles of Association of the applicant in the form of an authenticated or registered public deed or private contract and the tax code attribution certificate (both documents must be contained in a single PDF file). In the event of changes to the name of the organisation, the minutes with which the general meeting approved said change must be attached. The minutes must be contained in the same PDF file;
2. Bylaws;
3. Final financial statements<sup>2</sup> of the financial years 2019 and 2020, with related supplementary notes and/or management report<sup>3</sup>;
4. Minutes of approval of the final financial statements of the financial years 2019 and 2020, decided by the appointed body as per the bylaws;
5. "Withholding tax" declaration form duly completed and signed (see attached form).

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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 statement of activities aimed at highlighting the income and expenditure with reference to the actual data for the financial years 2019 and 2020.

<sup>3</sup> In cases where the bylaws provide for the entity to draw up financial statements referring to the fiscal year and not to the calendar year, it will be necessary to attach the financial statements for the years 2018/2019 e 2019/2020.

### **For the associations registered abroad:**

1. Articles of Association of the applicant in the form of an authenticated or registered public deed or private contract and copy of the deed of registration with the competent local authorities and/or publication in the Official Journal. In the event of changes to the name of the organisation, the minutes with which the general meeting approved said change must be attached. The minutes must be contained in the same PDF file;
2. Bylaws (internal regulations will suffice if these are not envisaged);
3. Final financial statements of the financial years 2019 and 2020<sup>4</sup>;
4. Minutes of approval of the final financial statements of the financial years 2019 and 2020, decided by the appointed body as per the bylaws<sup>5</sup>;
5. “Withholding tax” declaration form duly completed and signed (see attached form).

### **In the Project Section of the Request for Grant**

1. Operational partner’s bylaws in case it is not an Italian or international public entity;
2. Letters of intent relating to the project from operational partners and/or other bodies involved, signed by the legal representative;
3. In the case of extraordinary maintenance interventions and/or restoration and/or construction work on buildings or land, the deed of ownership and/or certificate of availability.

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 necessarily sworn) in Italian or English. The original language version of the document and its translation must be contained in a single file.

All Requests for Grant submitted without complying with the above indications will be considered incomplete and will not access the evaluation phase.

**No additions to the mandatory documentation following the submission of the Request for Grant will be accepted.**

## **3.2 Optional documentation**

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For the purposes of a better evaluation of the RfG, it is possible to supplement it with further documentation, aimed at providing more detailed information on the project proposal, the lead Organisation or the partner. The optional documentation will affect the analysis of the RsfG.

It is advisable to provide the following documentation:

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<sup>4</sup> In cases where the bylaws provide for the entity to draw up financial statements referring to the fiscal year and not to the calendar year, it will be necessary to attach the financial statements for the years 2018/2019 e 2019/2020.

<sup>5</sup> Audits will not be considered as a substitute for the minutes of approval of the financial statements by the Annual General Meeting if approval by this body is required in the bylaws.

- for extraordinary maintenance interventions and/or restoration and/or construction work: metric calculation or document describing the interventions with related estimate of costs;
- for purchases of equipment and materials for a value equal to or greater than euro 15,000: cost estimate;
- for projects co-funded by other (public or private) donors: funding contract or other document proving the allocation of funds<sup>6</sup>;
- for entities that have a business volume of euro 500,000 or more: 2021 half-yearly forecast;
- the Logical Framework of the project and the Time Schedule.

This documentation must be attached in the Other attachments section on page 12 of the Project Section.

## 4 Project selection and evaluation procedure

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The project selection procedure is divided into two phases:

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

### 4.1 Preliminary phase

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In the preliminary phase, the correctness of the formal requirements will be verified. For this reason, the requests must:

- be submitted by a subject eligible to receive funding;
- be forwarded through the online JUNO platform no later than the date of closing the call (see chap. 1);
- be complete with all mandatory documents correctly uploaded in the online JUNO platform;
- state any operational partners and attach the documentation requested;
- state any other bodies involved and attach the documentation requested;
- provide for a term of up to 12 months.

During the preliminary phase the Otto per Mille Office may request some explanations on the content of the RfG. Requests will be notified within the JUNO platform; Entities will have to

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<sup>6</sup> If reference is made in the RfG to any co-funding requested, but for which feedback is awaited, the Office reserves the right to ask for evidence of the assignment.

monitor the system to check whether there are any notifications. If **after seven working days** there is no response to the request for explanations, the RsfG will be considered incomplete and will be blocked definitively. No additions to the mandatory documentation will be requested.

## 4.2 Evaluation phase

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After passing the preliminary phase, in order to assign the grant, Requests for Grant will be evaluated based on the following criteria:

- Consistency between the objective of the Request for Grant and the Otto per Mille purpose, i.e. respecting the intervention categories and the objectives defined in this document;
- Completeness and precision in describing the reference context, i.e. clear description of the issues tackled, their causes and implications;
- Correspondence between the problem described and the objectives to be achieved, i.e. clear correspondence between the logic of the intervention and the analysis of the needs;
- Relationship between objectives and activities, i.e. definition of an intervention logic that defines a clear correlation between activities and objectives;
- 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;
- Consistency between the Request for Grant and the statutory purposes of the Organisation, i.e. precise correlation between the proposed intervention and the mission and experience of the lead Organisation;
- Proportionality between the Organisation's budget and the grant requested, i.e. consistency with the Organisation's financial capacity and organisational structure.

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 2022.

## 5 Final provisions

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Some clarifications in the form of FAQs received with the previous call are available on the website. Additional inquiries relating to this Call can be forwarded to [faq@chiesavaldese.org](mailto:faq@chiesavaldese.org) by 5

December 2021 at 11.59 p.m. Rome time (UTC +02). The answers, together with the inquiries in anonymous form, will be published on the website <https://www.ottopermillevaldese.org/english-version/> starting from 15 December 2021.

Detailed instructions with screenshots are available on the website to help the entities to enter the Request for Grant. The Operating Instructions can be downloaded on page “Presenta un progetto”.

Notifications or communications will be made exclusively via the Juno platform.

For any technical problems arising while using the platform, please write to the following e-mail address: [opm.bando@chiesavaldese.org](mailto:opm.bando@chiesavaldese.org).

Attachment to the call (<https://www.ottopermillevaldese.org/english-version/>)

- ALL LG 01.6 - FAQ - 1;
- ALL LG 01.6 - FAQ - 2;
- Withholding tax declaration form;
- Letter of intent form;
- Logical framework.