FREQUENTLY ASKED QUESTIONS (FAQ)

OTTO PER MILLE FUNDS OF THE WALDENSIAN CHURCH
2024 CALL

WALDENSIAN EVANGELICAL CHURCH - Union of the Methodist and Waldensian Churches

UFFICIO OTTO PER MILLE
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1. HOW THE JUNO PLATFORM WORKS

1. Which credentials should I use to access the JUNO platform?

The JUNO platform access credentials consist of a username and a password.
The username is not the email address used in the registration stage, but the user's **name.surname** (see *General instructions on the Use of the Juno Platform*, par. 1.1).

2. After creating a Request for Grant, I realised that some data and attachments in the Organisation Section of the RfG are incorrect and/or outdated. How can I correct them?

Once the Request for Grant has been created, it is no longer possible to modify its Organisation Section. Therefore, if the data and attachments in the Organisation Section are outdated or do not comply with the Guidelines, corrections must be made in the Profile and then a new Request for Grant must be created. In fact, corrections made in the Proflile are not reflected in a previously created RfG.
In other words, each Request for Grant replicates in its Organisation Section the data and annexes that appeared in the Profile when the RfG was created, and therefore does not contain the changes made to the Profile after creating the RfG.

2. LEAD SUBJECT

1. Is/are a Catholic religious institute, public bodies, bodies based on private enterprise and governed by public law, Italian Foundations and amateur sports clubs eligible as lead subjects?

As explained under par. 2.1 of the *Funding Application Guidelines*: “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) and Italian or international ecumenical Organisations.
All of the bodies not listed in the previous paragraph are not eligible as lead subjects.

2. Are Foundations based abroad eligible?

Since the foreign bodies qualified as "foundation", "fundaçao" etc. do not necessarily match the cases of ineligibility of Italian foundations, a case-by-case assessment based on the analysis of the bylaws and the mandatory documentation provided is carried out for these entities during the preliminary phase.

3. Are Social Enterprises eligible?

The qualification as a "Social Enterprise" does not constitute grounds for exclusion, as it is a title that entities under Book I of the Italian Civil Code (associations, foundations, committees) as well as

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entities under Book V of the Italian Civil Code (i.e. companies established in any form, which are not set up for profit-making purposes), may acquire.
Only the legal form of the entity will be assessed by the Office.

4. Can a Remittee with an Otto per Mille grant of the Waldensian Church submit a project proposal for the current Call?

Yes, the remittee for a project in progress can submit a project proposal regarding the current Call.

5. May an entity whose project was not approved under the previous Call(s) submit the same or a different project idea for the current Call?

Yes, the entities whose project was not funded under the previous Call may resubmit the same project or a different project idea.

6. Is an unrecognised association eligible as lead subject?

An unrecognised association may submit a request for grant as lead subject if it provides the mandatory documentation required in the *Funding Application Guidelines* .

7. Is a second level association composed entirely of public bodies eligible for the purposes of this Call?

No, an association composed entirely of public bodies is not eligible for the purposes of this Call.

3. MAXIMUM NUMBER OF REQUESTS FOR GRANT THAT CAN BE SUBMITTED

1. How many Requests for Grant can each applicant submit?

The maximum number of Requests for Grant that may be submitted by each applicant varies according to the place of realisation: for projects with a place of realisation in Italy, each applicant may submit a maximum of one RfG; for projects with a place of realisation abroad, each applicant may submit a maximum of two RfGs.
This means that each entity, as lead subject, may choose to submit:

- one single RfG to realise a project in Italy;
- one RfG for a project realised in Italy and one RfG for a project realised abroad;
- two RfGs for two projects with a place of realisation abroad.

It is not permitted to submit one project with a place of realisation in Italy and 2 projects with a place of realisation abroad at the same time.

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4. OPERATIONAL PARTNERS and OTHER BODIES INVOLVED

1. May a natural person be considered an Operational Partner and/or Other Body Involved in the project?

No, as stated in the *Funding Application Guidelines*, the Operational Partners and the Bodies Involved are always legal persons; natural persons may intervene in the realisation of the project as employees and/or external collaborators and/or service providers.

2. What is the difference between "Operational Partners" and "Other Bodies Involved"?

The Operational Partners are legal persons that incur part of the costs charged to the OPM Grant. If the grant is awarded, the fiscally valid documents relating to these expenses, submitted as supporting documents, will be made out in the name of the partner directly; in these cases, the bank receipt of the bank transfer made by the remittee in favour of the project Partner must also be attached to the financial report (see Guidelines on Financial Reporting, par. 4.10, 4.11).
The Other Bodies involved in the project take part by contributing to the project design and/or its implementation **without incurring** costs charged to OPM funding. Other Bodies Involved also include those entities that authorise the execution of the activities at their premises or in places under their administration.

3. May an entity be the lead subject of a project and an operational partner/body involved of another project at the same time?

Yes, it is possible to submit a Request for Grant as applicant and, at the same time, to be an operational partner and/or body involved in other Requests for Grant; this circumstance must be duly stated in the Letter of Intent (see Model Letter of Intent).

4. May an entity submit a Request for Grant also individually or is presence of a partnership or other bodies involved compulsory?

Yes, an entity may submit a Request for Grant that does not imply the participation of either operational partners or other bodies involved.

5. MAXIMUM AND MINIMUM VALUE OF THE GRANT REQUESTED, CO-FUNDING

1. Is there a minimum amount and what is the maximum amount that may be requested to the OPM? Are there any conditions to set the budget (e.g. maximum percentage for the purchase of machinery, tools, equipment, etc.)?

There is no maximum or minimum amount set to be requested as a contribution, just as there is no maximum share or percentage to be attributed to the macro items of expenditure. Eligible expenses are detailed in the *Guidelines for financial reporting.*

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2. **Is co-funding mandatory or can the Grant requested from the Otto per Mille of the Waldensian Church cover 100% of the project costs?**

The intervention must not necessarily be co-financed as funding can be requested for the entire project; co-funding will be evaluated positively.

3. **Is it possible to ask the Otto per Mille of the Waldensian Church to finance specific actions of a larger project, co-funded by other donors?**

Yes, it is possible. If the Request for Grant concerns larger programs, it is advisable to provide an overview of the entire project, detailing the actions and cost items for which the Waldensian Church grant is being requested.

6. START OF THE PROJECT, DURATION AND ELIGIBILITY OF COSTS

1. **From which date can the project be started? Can projects started before the outcome of the call be proposed?**

As specified in paragraph 3.1 of the *Guidelines on Financial Reporting,* the assigned financing can be spent starting from 1 January of the year of approval and within the month of June of the second year following the year of approval. By way of example, for projects approved in September 2024, the eligible expenses are those incurred from 01/01/2024 until 30/06/2026. Please note at the same time that the project can have a maximum duration of 12 months.

2. **What is the maximum duration of an Otto per mille grant?**

The maximum duration covered by the Otto per mille grant is 12 months. From 1 January of the year of approval to June of the second year following the year of approval the organization must identify a time window of a maximum of 12 months during which it must realise the project activities. The fiscally valid documents produced during the reporting phase must bear a date within the chosen time window.

3. **Is it possible to assess the work of in-house volunteers as part of the co-funding?** Yes, the contribution of volunteers can be assessed only by including the related costs in the co- financing share. It is not possible to reimburse the values with Otto per mille funds of the Waldensian Church.

4. **If the project submitted is approved, what are the timing and the methods for the disbursement of the grant?**

The timing and the methods for the disbursement of the grant are described in paragraph 2.1 of the *Guidelines on Financial Reporting.*

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5. What are "Overheads" and what are the costs that can be charged to general expenses?

"Overheads" are the indirect costs incurred by the entity for its operation; for example, the costs of renting the headquarters of the lead organisation, utilities, secretarial costs, cleaning services, etc. may fall under "general expenses".

General expenses do not have to be justified since, if included in the project expenditure plan, they are recognised up to a maximum of 5% of the Otto per Mille funding allocated.

6. Can I apply for an OPM grant to cover construction or renovation costs on property owned by an individual, an Italian public administration, or a religious congregation?

All organisation not eligible as operating partners (see chapter 2.2 of the Funding Application Guidelines) cannot manage OPM funds nor be beneficiaries of construction or renovation works. Therefore, construction or renovation works on land and buildings belonging to individuals, for-profit entities, Italian public administrations and bodies (e.g. universities, hospitals and public schools) and ecclesiastical entities not belonging to the Methodist and Waldensian order are not eligible.

7. LANGUAGES ADMITTED TO COMPLETE THE REQUEST FOR GRANT IN THE JUNO PLATFORM and FOR THE TRANSLATION OF DOCUMENTS

1. Which languages are allowed to complete the Request for Grant?

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

2. Which languages are allowed for the translation of compulsory and optional documents?

All mandatory and optional documents must be written in Italian or in either English, French or Spanish. All documents not written in Italian, English, French or Spanish must be accompanied by a translation (not necessarily sworn) in Italian or English. The original and translated version of the document must be contained in one file.

8. REQUESTS FOR INTEGRATION AND/OR INCORRECT SENDING OF A REQUEST FOR GRANT.

1. I have forwarded an incomplete Request for Grant on the JUNO platform, how can I integrate it? Can I send integrations by email?

Once submitted, the Request for Grant can no longer be modified and no integrations sent by email are allowed.

If the organization needs to make corrections or changes, it must create a new Request for Grant and fill in the Project section again. At the same time, the applicant must send an email to opm.bando@chiesavaldese.org indicating the OPM code of the Request for Grant to be cancelled.

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2. **During the preliminary phase, could any requests for integrations by the OPM Office be addressed to the Organisation via the JUNO platform**

In the preliminary phase the Otto per Mill Office may request clarification on the content of the RfG through the JUNO platform. Applicants are responsible for monitoring the system for notices. After seven working days, if no response is received, the RfGs will be considered incomplete and will not be admitted to the evaluation phase.

Please note that integrations to the mandatory documentation will not be requested.

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