HANDBOOK TO COMPILE A REQUEST FOR GRANT

WALDENSIAN CHURCH – Union of the Methodist and Waldensian Churches
OTTO PER MILLE OFFICE - VIA FIRENZE 38, 00184 - ROME

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INTRODUCTION

The purpose of this guide is to help applicants better understand the key information required for each area of the Project section of a grant application, through clarifications and examples.

The guide does not provide technical guidance on how to use the Juno IT platform, nor does it deal with the eligibility criteria and application procedures for participating in the Waldensian Church (Union of Methodist and Waldensian Churches) Otto per Mille call for proposals. Detailed information in this regard can be found respectively in the *documents General instructions on the Use of the Juno Platform* and *Funding Application Guidelines 2024*, which users are strongly recommended to read carefully at the following: link https://www.ottopermillevaldese.org/english-version/ .

Throughout this guide, a screenshot for each of the pages of the on-line proposal form consists of may be found. Each screenshot outlines which kind of data and contents the user needs to provide in the different fields and gives illustrative examples.

Only two pages are not included in this guide: PAGE 11 (Budget Summary), which can't be edited by the user in any way, and PAGE 12 (Annexes), which is automatically-generated by the system differently depending on the mandatory annexes required for the specific project proposal.

Should further clarifications be required, please check carefully the FAQ document included in the Annexes to the Funding Application Guidelines.

Disclaimer

This guide aims to support applicants as an additional resource provided for information purposes only: it is not intended to replace the consultation of the Funding Application Guidelines 2023. Neither Tavola Valdese nor the Otto per Mille Office shall be held responsible for the use made of this document by applicants.

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PAGE 2

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Project i 1 2 3 4 5 6 7 8 9 10 11 12 ✓

Key: Active page · Valid verification · Closed page · Page to modify · Invalid verification

PROJECT DETAILS : 2/12 - OVERVIEW

Place of project implementation

COUNTRY OF IMPLEMENTATION *	NUMBER OF SITES *	MAIN SITE
		☐

Field of project intervention

Field of action *

Save Next

The category if intervention must be selected in accordance with the objective pursued by the project. If the proposal falls within more than one category, please select the predominant one. For example, in the case of a women's shelter that intends to combat gender-based violence by supporting the job integration of migrant women who have turned to the listening desk and have taken a path out of the abuse situation, the appropriate category will be Empowerment of women and gender equality. In the case of a project that aims to promote the relational, emotional and cognitive growth of children by providing a psychological support service to fragile minors and their families, the appropriate category will be Protection of children.

Indicate the country of implementation and the number of sites for each country. The number of sites should refer to those places where the project will produce some kind of service or result. For example, for a project implementing workshops in 3 schools, you should enter number 3 in this field, subsequently providing the details of each of the schools involved at p. 6.

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PROJECT DETAILS : 3/12 - OVERVIEW

Project summary

Objectives *

The general and specific goals should be stated, depending on the category of intervention selected. It is advisable to identify a single general objective and a single specific objective.
For example: In the case of a foreign project in the Education category, the general objective will be to improve access to primary and secondary education services in Malawi, while the specific objective will be to increase fair access to and quality of primary education services for boys and girls in the Lilongwe District.

Max 400 characters

Reference context *

Outline the general problem that the project intends to address, describing the actual context where the initiative will be implemented. It will be necessary to provide information on the conditions of the context the proposed actions are part of, the extent of the phenomenon faced in the territorial area of operation; the possible criticalities, but also the strengths; the local resources that are to be used for the action's success.

Max 2000 characters

* Fields marked with an asterisk are required

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PROJECT DETAILS : 4/12 - OVERVIEW

Project summary

Project description *

Outline the intervention strategy by illustrating how the problems identified in the "Reference Context" field will be addressed by implementing the proposed activities and how these, in turn, will contribute to achieving the project's specific objective.
Describe the project actions concisely, but providing for each activity information on the methodologies used, timelines, expected results and the role of any partners. Describe the intervention in its entirety, also briefly including activities for which funding is not applied.

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* Fields marked with an asterisk are required

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PAGE 5

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PROJECT DETAILS : 5/12 - OVERVIEW

Project summary

Direct and indirect Beneficiaries *

Quantify the number of direct and indirect beneficiaries and provide qualitative information about them (gender, age, vulnerabilities, etc)., and clarifying how they are identified.
For example, if a project intends to promote the employment of young people with disabilities through training courses and apprenticeships, the direct beneficiaries will be described as follows: 8 young men and 8 young women aged 19 to 25 referred by the local health-care authority, who will participate in a computer programming course; 3 young men and 3 young women, selected among the most deserving students from the course, for whom the apprenticeship will be activated.

Max 500 characters

Project summary *

Briefly describe the project, including the specific objective, the number and type of beneficiaries and the planned activities. For example: when referring to the case mentioned above, the summary will be: the project means to promote the social inclusion of 16 young men and women with disabilities by creating pathways to achieve autonomy at work. In particular, a 20-hour training course in computer programming and a 200-hour internship at a company in the sector are to be implemented.

Max 1000 characters

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PROJECT DETAILS : 6/12 - INFO

Details of area of implementation

ITALY - site 1 of 1

Enter the addresses of the various project sites as identified on PAGE 2. For projects that cover more than one location, indicate the priority site as the first one.

General data

State/Region *

District/Province

City

Village

Address

If in one of the identified sites are planned to be performed: construction and renovation of buildings or both, extraordinary maintenance, construction of wells, installation of photovoltaic panels, etc. please tick the corresponding box and provide the name of the organisation/body that owns the land or the building or that is entitled to use it.
On page 12, you are requested to attach the deed of ownership of the property/land. If the organisation does not own this, you are requested to include in the same file the title that allows the organisation to use it (rental contract, loan for use, deed of assignment in case of confiscated organisation, etc.).

Acquisition, construction or renovation of immovable properties ☐

PAGE 7

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Organisation	i	1	2	3	4	5	6	7	8	9	10	11	12	✓
Project	i	1	2	3	4	5	6	7	8	9	10	11	12	✓

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PROJECT DETAILS : 7/12 - INFO

Info on partners

Organisation's name *	Tax code	Address *	Public	
			☐	✓

Other bodies involved

Organisation's name *	Tax code	Address *	Public	
			☐	✓

* Fields marked with an asterisk are required

Save Next

Info on Partners:
The Operational Partners are the legal entities who, by implementing specific project activities, incur part of the costs charged to the OPM Grant.
It is not necessary to indicate an operational partner if the lead organisation carries out the intervention independently. The lead organisation is never also an operational partner.
For example, Association X manages a youth centre and wishes to propose to its users an initiative to raise awareness about the environment, which will be arranged into various actions: meetings with experts on climate change and its effects on everyday life, and a theatre workshop with a final performance to take place at Theatre X. In this case, the theatre company, which will actively participate in the design of the workshop content and bear part of the costs charged to the Otto per Mille Grant for this, will be the operational partner, while Theatre X, which will provide the premises, will be another body involved.

Info on Other bodies involved:
The other bodies involved are the legal entities that do not incur the costs attributed to the Otto per Mille grant, but take part in the implementation of the project by:

A. *participating in the design and/or implementation of the project activities, sometimes contributing decisively to the smooth running of the intervention;*
B. *authorising the execution of the activities at their premises or in places under their administration.*

For example, the organisation intends to propose initiatives of integration into the social fabric to beneficiaries belonging to the XXX Local Health Unit's mental health service. In this case, the Local Health Unit office is another body involved that will probably identify, together with the organisation, the list of beneficiaries. Or, if the proposal intends to organise work integration initiatives for former prisoners or prisoners under alternative measures to detention, the competent probation office will necessarily have to be indicated among the other bodies involved. The same applies when offering support for young people suffering from learning disorders in schools: even if the activities do not take place within the school, the institution's involvement is necessary to identify, together with the teachers, the beneficiaries and should therefore be indicated among the other bodies involved. Finally, in the case of a project for the socio-occupational inclusion of young disabled people consisting of artistic and recreational workshops organised by the lead subject and of vocational training services designed and implemented in collaboration with a cooperative, the cooperative will have to be identified as another body involved if the costs of the services offered by the cooperative itself will not be charged to the Otto per Mille grant

Warning: other financial backers are neither operational partners nor other bodies involved and shall be indicated on page 9.

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Project: i 1 2 3 4 5 6 7 8 9 10 11 12 ✓

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PROJECT DETAILS : 8/12 - INFO

Indicate the number of human resources that will be necessary ot carry out the proposed activities, distinguishing between voluntary staff, employees and external collaborators

Paid and/or voluntary staff

People involved in the Project

TYPE	NUMBER
Volunteers *	0
Employees *	0
External collaborators *	0
TOTAL	0

* Fields marked with an asterisk are required

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Organisation: i 1 2 3 4 5 6 7 8 9 10 11 12 ✓

Project: i 1 2 3 4 5 6 7 8 9 10 11 12 ✓

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This page should indicate the funding sources for the project other than the Otto per Mille of the Waldensian Church

PROJECT DETAILS : 9/12 - BUDGET

Funding sources

PARTNERS	Funding funds	Notes	
-	available to find Testo Testo Testo	Max 300 characters	✓

OTHER FINANCIAL BACKERS	Funding funds	Notes	
Name	available to find	Max 300 characters	✓

* Fields marked with an asterisk are required

Save Next

If one of the operational partners indicated on p. 7 makes resources available, select the name of the partner co-financing the initiative

The field "Other financial backers" is dedicated to funding parties other than the partners, the lead organisation and the OPM. These can be, for example, bank foundations, local administrations, AICS etc.
If the lead organisation makes its own resources available, it should not be included among the other financial bakers, since the budget on p. 10 includes a column dedicated to the lead organisation's own funds.

PAGE 10

Action 1 – Title:

Item	Unit	Unit cost	N. of units	Total amount	Own funds	Waldensian Church	
1.1 Human resources							
1.1.1 Local staff							
		€0.00		€0.00	€0.00	€0.00	
1.1.2 Expatriated staff							
		€0.00		€0.00	€0.00	€0.00	
1.1.3 Other staff							
		€0.00		€0.00	€0.00	€0.00	
Subtotal human resources				€0.00	€0.00	€0.00	
1.2 Travels and subsistence							
		€0.00		€0.00	€0.00	€0.00	
Subtotal travels and subsistence				€0.00	€0.00	€0.00	
1.3 Services							
		€0.00		€0.00	€0.00	€0.00	
Subtotal services				€0.00	€0.00	€0.00	
1.4 Training							
		€0.00		€0.00	€0.00	€0.00	
Subtotal training				€0.00	€0.00	€0.00	
1.5 Equipment and materials							
		€0.00		€0.00	€0.00	€0.00	
Subtotal equipment and materials				€0.00	€0.00	€0.00	
1.6 Acquisition, construction and renovation of immovable properties							
		€0.00		€0.00	€0.00	€0.00	
Subtotal acquisition, construction and renovation of immovable properties				€0.00	€0.00	€0.00	
1.7 Communication and visibility							
		€0.00		€0.00	€0.00	€0.00	
Subtotal communication and visibility				€0.00	€0.00	€0.00	
Total amount of the action				€0.00	€0.00	€0.00	

Close Delete

Item	Total	Own funds	Waldensian Church
Overheads *	0,00 €	0,00 €	0,00 €

The budget plan should be divided into actions, when possible, consistent with the planned activities, detailed and expressed in Euros. Before drawing up the budget, it is advisable to consult the Guidelines for Financial Reporting.

Under the column "Item", it is necessary to describe in a concise and comprehensible way the cost for which funding is being applied (it is not allowed to identify an expense item with a code or number); for example, doctor, educator, psychologist, airline ticket, food kit, medicine, etc.
Under the column “unit”, it is necessary to indicate the way the expenditure item is quantified, e.g., day, month, hour, year, package, return journey, etc. Please use the lump sum indication only for those expenses that cannot, by their nature, be expressed in a precise unit of reference.
In the unit cost column, indicate the cost of each unit identified, e.g., cost of monthly salary, cost of a food kit, the hourly cost of a social worker, etc.
Under the column number of units quantify the number of units for which you want the total cost to be calculated. For example, if you're going to apply for a salary for three months, enter "month" in the unit column and 3 in the number of units column; if you want to rent a car for a week, enter "week" in the unit column and 1 in the number of units column. If " lump sum" has been indicated as a unit, enter 1 in the unit column.
For example, Item: coordinator; unit: month; unit cost: 1500 euro; number of units: 12: total cost: 18,000 euro. The coordinator will be paid 1500 euro per month for 12 months for a total amount of 18,000 euro.

The following are included in the expenditure chapter 1.1 Human Resources: Personnel needed to perform the project activities, such as coordinators, operators, health personnel, psychological personnel, etc. The expenditure sub-chapter Expatriated staff for the exclusive use of those organisations that submit project proposals to be implemented outside the country in which the organisation is established.
In the expenditure chapter 1.2 Travels and subsistence, the costs related to travel should be indicated: train tickets, bus tickets, taxi fares, bus rental, room and board and daily allowance for both project operators and beneficiaries.
In the expense chapter 1.3 Services, all costs for the purchase of services should be indicated: Hire of audio and lighting service for a theatre performance, catering service, creation of a website, i.e., all those services for which a contract will be signed with a third party, be it in the form of a cooperative, company or private entrepreneur.
In the expenditure chapter 1.4 Training, costs for carrying out a specific training must be indicated, if any: Speakers, teaching material, room rental, purchase of stationery, etc.
Under expenditure item 1.5 Equipment and Materials: the equipment and materials to be purchased should be indicated, except for those to be used for construction, renovation or extraordinary maintenance.
In the expenditure chapter 1.6 Acquisition, construction and renovation of immovable properties: it is necessary to indicate the costs for the purchase of a property/land and outbuildings and all the costs related to construction, renovation or extraordinary maintenance, including those for the equipment and materials necessary. In all these cases the estimate must be uploaded on page 12.
Expenditure chapter 1.7 Communication and visibility: indicate the costs incurred to give visibility to the grant awarded. This chapter includes the costs of designing and printing brochures, the costs of organising project start-up or closure events, promotion campaigns on social networks, etc. This section does not include the costs incurred to create teaching materials, kits for schools, etc., even if they must display the Otto per Mille logo.

Overheads: these costs may not exceed 5% of the amount applied for, and refer to indirect costs, i.e., the running costs of the Remittee such as, for example, rent of the headquarters, utilities, administrative fees, cleaning service.

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