

FUNDING APPLICATION GUIDELINES

OTTO PER MILLE FUNDS OF THE WALDENSIAN CHURCH
CALL 2024

Sommario

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1. General characteristics of the call

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 *General instructions on the Use of the Juno Platform* and to the *Handbook to compile a Request for Grant*. 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 8th January 2024** and the proposals must be sent by and not after **11:59 am Rome time (UTC +02) on 26th January 2024**.

The RfGs 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 Organisations receiving funding will be obliged:

- To comply with the *Guidelines for Financial reporting*, regarding 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/>.
- To present a final account of the expenses of the whole project, including the parts not charged to the Otto per Mille funding.

1.1. 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.

If participation in the project activities is subject to payment of a ticket or participation fee by the beneficiaries, please indicate and explain this in the "Project Description" section.

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

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.

Contrast of 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 portorage, etc.

Senior citizens:

- 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.

Prevention and contrast of 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 ex-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 in prisons, assistance to families, etc.

Environmental Protection:

- 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: Countries other than Italy

Fight against 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.

Empowerment 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.

Protection of children:

- 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 labor, 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.

Environmental 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.

Healthcare 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 aid in emergencies:

- 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

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

Each entity outside the Methodist and Waldensian system, as applicant, may submit a maximum of **one RfG** for projects with place of realisation **in Italy**; with reference to projects to be implemented **abroad**, each lead subject may submit a maximum of **two RfGs**¹.

In the event that the Entity does not comply with these indications and submits more than one RfG to realise projects in Italy or more than two RfGs for interventions abroad, the Otto per Mille Office, following the chronological criterion of arrival, will consider admissible the RfG(s) with earlier date and time of receipt than any further RfGs submitted.

The maximum duration covered by the Otto per Mille grant is 12 months and shall be identified within the time frame from 1 January of the year of approval to June of the second subsequent year.

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

2.1. 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:

- Institutions 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,

¹ Each entity may alternatively 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 implementation in Italy and two projects with a place of implementation abroad at the same time.

- 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 2021 and 2022², with explanatory notes and/or management report and related minutes of approval.

2.2. Operational partners and other bodies involved

Third-party Organisations may intervene in the realisation of the project proposal as "Operational Partners" or "Other Bodies Involved".

Please note that the "Operational Partners" and "Other Bodies Involved" are always legal persons. In no case can a natural person be considered as a partner or other body involved.

Operational Partners:

For the purposes of this Call, the "Operational Partners" category includes those legal persons that, by implementing specific project activities, **incur part of the costs charged to the OPM Grant**.

Italian administrations and public bodies (e.g. universities, hospitals and public schools), for-profit Organisations and ecclesiastical organisations not belonging to the Italian Waldensian and Methodist system cannot participate in the call as operational partners and, therefore, incur the expenses attributed to the Otto per Mille Grant.

Other bodies involved:

For the purposes of this Call, the category "Other Bodies Involved" includes the legal Organisations that **do not incur the costs attributed to the Otto per Mille grant**, but intervene in the project, alternatively or concurrently 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.

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;

² 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 2020/2021 and 2021/2022.

- Libraries, local administrations, park and green space management bodies or any other Organisations in case of projects totally or partially implemented in premises made available by them.

All the other bodies involved must be duly identified, on pain of exclusion of the RfG³.

Italian administrations and public bodies (e.g. universities, hospitals and public schools), for-profit Organisations and ecclesiastical organisations not belonging to the Italian Waldensian and Methodist system may participate in the call exclusively as “Other Bodies Involved”, intervening to implement the project activities, without incurring expenses attributed to the Otto per Mille grant.

The operational partners and 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. Their contribution should be detailed in the budget plan of the intervention and, where possible, documented by attaching the financing contract (see par. 3.2 *Optional Documentation*).

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 bodies involved is the result of an unquestionable evaluation of the Otto per Mille Office that is based on the information provided by the Entity in the RfG.

3. Documentation to participate in the call

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

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

³ RfGs proposing activities in schools, hospitals, prisons, etc. to be identified at a later stage and therefore not listed in the appropriate sections of the online form will not be considered.

Similarly, if the RfG envisages activities in favour of students, patients, prisoners or ex-prisoners, etc., to be carried out outside schools, hospitals, prisons, etc., the same facilities must be identified precisely in the appropriate sections of the online form and for each of them the mandatory documentation must be attached. If, for example, the RfG includes a performance in a theatre in which the pupils of two primary schools will take part, the data of the two reference schools must be entered in the appropriate online sections, together with the relevant letters of intent.

In the Organisation Section of the Request for Grant

Only Requests for Grant complete with the following documentation in the Organisation Section of the RfG are considered eligible:

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;
2. **The tax code attribution certificate** of the applicant (the name under which the proposing organization is mentioned in the certificate must be the organization's current name, as stated in the bylaws in force);
3. **Bylaws in force**;
4. **Final financial statements**⁴ of the financial years 2021 and 2022, with related supplementary notes and/or management report⁵;
5. **Minutes of approval** of the final financial statements of the financial years 2021 and 2022, decided by the appointed body as per the bylaws⁶.

For organisations 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;
2. **Certificate attesting to the attribution of the unique code** that identifies the Organisation in the country in which it is registered. If this requirement is not applicable based on the legislation in force in the country of reference, a self-declaration highlighting this circumstance shall be provided
3. **Bylaws in force** (internal regulations will suffice if these are not envisaged);
4. **Final financial statements**⁷ of the financial years 2021 and 2022⁸;
5. **Minutes of approval** of the final financial statements of the financial years 2021 and 2022,

⁴ In case the Organisation is not required, by the articles of association, the bylaws 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 2021 and 2022.

⁵ 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 2020/2021 and 2021/2022.

⁶ 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

⁷ In case the Organisation is not required, by the articles of association, the bylaws 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 2021 and 2022.

⁸ 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 2020/2021 and 2021/2022.

decided by the appointed body as per the bylaws⁹;

In the Project Section of the Request for Grant

Only Requests for Grant complete with the following documentation in the Project Section of the RfG are considered eligible:

1. **Operational partner's bylaws**¹⁰;
2. **Letters of intent** relating to the project from operational partners and other bodies involved, signed by the legal representative (use of the attached template is highly recommended);
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**. Please note that under no circumstances will costs for construction or renovation work on buildings and land owned by natural persons be eligible for the OPM grant.
4. Exclusively with reference to projects realised in **Italy**: in the case of **expenses charged to the Otto per Mille exceeding or equal to € 15,000, expenditure estimate** regularly prepared by the supplier¹¹.
5. Duly completed and signed "**Withholding Tax**" **declaration form** (use of the attached form is mandatory).

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

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 RfGs.

⁹ 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.

¹⁰ Exclusively with reference to projects with place of implementation abroad, where the operational partner is a public body, the articles of association do not constitute mandatory documentation.

¹¹ By way of example, the submission of the estimate is mandatory for expenses relating to renovations, ordinary and/or extraordinary maintenance, purchase of vehicles or equipment and materials, amounting to € 15,000 or more.

Both with reference to projects to be realised **in Italy and** to be realised **in countries other than Italy**, it is advisable to provide the following documentation:

- for projects co-funded by other (public or private) donors: funding contract or other document proving the allocation of funds¹²;
- 2023 half-yearly budget or forecast for Organisations that have a business volume of euro 500,000 or more;
- the Logical Framework of the project and the Time Schedule.

With reference to projects to be realized **in countries other than Italy**, it is advisable to provide the following documentation:

- 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;

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

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 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

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 (see chap. 3);

¹² 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.

- provide for a term of up to 12 months included within the time frame from 1 January of the year of eventual approval to June of the second subsequent year.

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; Organisations 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 explanations, the RfGs will be considered incomplete and will be blocked definitively.**

No additions to the mandatory documentation will be requested.

4.2. Evaluation phase

The Requests for Grant that have passed the preliminary phase will be assessed on their merits by the Otto per Mille Commission on the basis of 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 after the first week of September 2024.

5. Final provisions

Some clarifications in the form of FAQs are available on the website: <https://www.ottopermillevaldese.org/english-version/>.

Detailed instructions with screenshots are available in the "Bando Ordinario" section on the website to help the Organisations to enter the Request for Grant. The *General instructions on the Use of the Juno Platform* and an *Handbook to compile a Request for Grant* can be downloaded on page <https://www.ottopermillevaldese.org/english-version>.

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.

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

- FAQ;
- Withholding tax declaration form
- Letter of intent form;
- Logical framework.
- Handbook to compile a Request for Grant
- Handbook to compile a Logical Framework