



President: Rev. Dr Jerry Pillay
General Secretary: Rev. Dr Setri Nyomi
Web: www.wcrc.ch

WCRC Partnership Fund

Application Form

Please return this application form with full project details and an endorsement letter to:

WCRC Partnership Fund
c/o Rev. Dr Douwe Visser
World Communion of Reformed Churches
PO Box 2100
1211 Geneva 2
Switzerland
Fax: +41 22 791 6505
Email: partnership@wrc.ch

1. MEMBER CHURCH:.....

ADDRESS:

.....

OFFICIAL COMPLETING THE FORM:

TELEPHONE: FAX:

EMAIL:

ORGANIZATION (if different from member church)

.....

2. PROJECT TITLE:

SUMMARY OF PROJECT:

.....

LOCATION:

DURATION OF PROJECT:

3. *Please supply on a separate sheet a detailed description of the project:*

- a) What is the background of the request?
- b) What are the objectives of the project?
- c) What activities will you carry out?
- d) Have you involved in planning the project those who will benefit from it?
- e) Are women's concerns integrated into the project, and are women involved?
- f) Will you cooperate with other churches in the project?
- g) What indicators will you use to measure the success of the project? (Please list them.)

4. PROJECT BUDGET:

- a) Total cost of the project:
- b) Your church's contribution:
- c) Other local contributions (from churches, organizations or individuals)
.....

A local contribution amounting to at least 20 per cent of the total cost is normally expected.

- d) Amount requested as WCRC grant:
- e) Other outside grants (names of agencies or institutions plus amounts)
.....
- f) Pending applications, if any (names of agencies or institutions plus amounts)
.....

Please attach documents such as a detailed project budget, with a breakdown of income and expenditure, etc.

5. ENDORSEMENT

- a) Which official board or committee of the church has endorsed the project?.....
- b) Which government agency, if any, has endorsed the project? (Where appropriate, development projects should also be endorsed by the relevant government agency)
.....

Please send a letter of endorsement of project on official letterhead signed by the church (and also by the government agency, where appropriate).

6. *If the application is approved, the grant from the Partnership Fund will be transferred to the bank account of your church. Please supply the following details:*

- Name of bank:
- Address:
- Name of bank account holder:
- Bank account number
- IBAN:..... Swift, if available:.....

7. If the application is approved, please accept the responsibility

- a) to confirm the receipt of WCRC funds as soon as they are deposited in your account
- b) to submit a narrative report and an audited financial statement within two months of the completion of the project

DATE: SIGNATURE:

CHECKLIST OF DOCUMENTS TO BE ATTACHED TO YOUR APPLICATION

- 1) Detailed project description (see page 1, number 3)
- 2) Detailed budget, with breakdown of income and expenditure (see page 2, number 4)
- 3) Letter of endorsement from the church, and also from the government, where appropriate (see page 2, number 5)