**Reformed Partnership Fund Application Form**

1. MEMBER CHURCH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Address |  |
| Official Completing Form  (project responsible; contact) |  |
| Legal representative |  |
| Financial officer/treasurer |  |
|  |  |
| Telephone |  |
| Fax |  |
| Email |  |
| Organization (if different from member church) |  |
| Member church endorsing (if necessary) |  |

1. PROJECT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Summary of project |  |
| Location |  |
| Start date |  |
| End date |  |
| Duration of the project |  |

1. PROJECT DESCRIPTION

Please supply the information **on a separate sheet** and include with application and budget form.

* 1. Detailed description:
     1. Social, political, environmental and economic conditions in which project will be implemented.
     2. Problem description, project background.
     3. Target groups; have they been involved in planning of project?
     4. Detailed list of planned activities.
     5. Expected results, planned objectives. Please list main objective and the corresponding derived secondary objectives.
     6. What indicators will be used to measure the success of the project (please list at least three, maximum five)?
     7. What impact will the success of this project have on every level of recipients from the target groups?
     8. What are the risks that may influence the planned objectives?
  2. Have other donors been sought for this project?
  3. In which way are women’s concerns integrated into the project, and how are they involved?
  4. In which way are youth concerns integrated into the project, and how are they involved?
  5. In which way are other relevant minorities integrated into the project?
  6. Will you cooperate with other churches in the project?

1. PROJECT BUDGET

Please include the budget form with the application and project description. On the income side please list:

* 1. Total cost of the project.
  2. Amount requested from Reformed Partnership Fund.
  3. Church’s or organization’s contribution. A local contribution amounting to at least 20 percent of the total cost is normally expected.
  4. Other grants or contributions (from churches, affiliate organizations, individuals, agencies and/or other institutions).

Please provide the corresponding amounts expressed in local currency and the corresponding conversion to euro or solely euro. Please state the conversion rate used.

The expenditure breakdown is stated in the budget form. The present application is not considered complete without this form.

1. AUDITOR

Please state the name of the actual auditor/auditing firm. For projects of 20000 or more euro an independent, outside auditor is required. For projects below 20000 euro, the church/organization auditor is sufficient.

|  |  |
| --- | --- |
| Name of auditor |  |

1. ENDORSEMENT

If needed please attach a letter of endorsement of the project on official letterhead signed by the church. Its contents should reflect which official board or committee of the church has endorsed the project.

1. COMMITMENT

If the application is approved, please accept the responsibility to:

* 1. Finalize and sign contract containing banking information and reporting needs
  2. Confirm the receipt of WCRC funds as soon as they are transferred
  3. Submit the narrative report according to the contract and within the time frame required
  4. Submit an audited financial report according to the contract along with a list of vouchers/receipts for every budget item together with their corresponding copies within the time frame required

|  |  |
| --- | --- |
| DATE | SIGNATURE |

**CHECKLIST OF DOCUMENTS FOR APPLICATION**

1. Application Form
2. Endorsement letter (if necessary)
3. Detailed project description
4. Budget form (download separately; Excel file)

Documents should be submitted via mail, fax or email to:

Reformed Partnership Fund

World Communion of Reformed Churches

Knochenhauerstrasse 42

30159 Hannover

Germany

Fax: +49 (0) 511 8973 8311

Email: [partnership.fund@wcrc.eu](mailto:partnership.fund@wcrc.eu)

An application will not be considered until all necessary documents are submitted.