**REFORMED PARTNERSHIP FUND APPLICATION FORM**

Through the Reformed Partnership Fund (RPF) the World Communion of Reformed Churches (WCRC) provides small grants to member churches to implement strategically impactful, mission-related projects important to the life of a church and its surrounding community, particularly in the Global South.

These grants are intended to strengthen the ties of member churches to the WCRC, as well as meet strategic objectives of both the member church and the Communion as a whole. Regular projects are funded in an amount up to €25000.

The WCRC also maintains an Emergency Fund, to which member churches may apply when needing assistance for disaster relief (up to €10000). Emergency requests may come at any point, while funds last.

The main source of financial support for the Partnership Fund is through the Waldensian Church’s *Otto per Mille* fund and a special grant from the Church of Westphalia (Germany), although donations from WCRC member churches, partnership organizations, and individuals are periodically received and always welcome.

**Project Duration: from 01.08.2022 to 31.07.2023**

**Application Deadline: 30.04.2022; Notification of Funding: 30.06.2022**

**If project is funded, reporting deadlines: 31.08.2022 to 31.08.2023**

 

Please return this application form with full project details to **partnership.fund@wcrc.eu**

* Completed application (signed and endorsed)
* Project Description (please refer to section 3)
* Project Budget (Excel Budget form found here: http://wcrc.ch/wp-content/uploads/2022/03/2022-WCRCPartnershipFund-BudgetForm.xlsx)

*For internal purposes: Please do not write*

Project ID:

Budget Line:

Program Line:

1. MEMBER CHURCH:

|  |  |
| --- | --- |
| ADDRESS |   |
| OFFICIAL COMPLETING THE FORM(project responsible; contact) |   |
| Legal representative |  |
| Financial officer/treasurer |  |
|  |  |
| TELEPHONE |  |
| FAX |   |
| EMAIL |   |
| Member church endorsing |  |
| ORGANIZATION (if different from member church) |   |

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** to the present application form.

* 1. Detailed description:
		1. Social, political, environmental, and economic conditions on a regional and state level.
		2. Problem description, project background.
		3. Target groups. Have you involved in planning the project those who will benefit from it?
		4. Detailed list of planned activities.
		5. Expected results, planned objectives. Please list your main objective and the any secondary objectives.
		6. Risks that may influence the planned objectives.
		7. What indicators will you use to measure the success of the project? Please list at least three, maximum five.
		8. What impact will the success of this project have on every level of recipients from the target groups?
	2. Did your organization apply to other donors 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’s 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:

Enclosed with the present application please find a budget form that is an integral part of the application. On the income side please list:

* 1. Total cost of the project.
	2. Amount requested as WCRC grant.
	3. Your church’s or organization’s contribution. A local contribution amounting to at least 20 per cent 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 you may also use 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. The present application is not considered without this prerequisite.

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

1. ENDORSEMENT

If needed please attach a letter of endorsement of the project on official letterhead signed by the church (and also by the government agency, where appropriate). Its contents should reflect which official board or committee of the church has endorsed the project, or which government agency, if any, has endorsed the project (where appropriate, development projects should also be endorsed by the relevant government agency)

1. BANK INFORMATION

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:

|  |
| --- |
| **Details of bank account** |
| Member Church | NAME |
| Bank Name | BANK |
| Bank Address | ADDRESS |
| Bank Account Number | NUMBER |
| IBAN | NUMBER |
| BIC | NUMBER |
| SWIFT | NUMBER |
| Member Address | ADDRESS |
| Bank Account Holder | NAME |

1. COMMITMENT:

If the application is approved, you have the responsibility to:

* 1. Confirm the receipt of WCRC funds as soon as they are deposited in your account with the receipt form enclosed;
	2. Submit the narrative report according to the criteria and form enclosed within the time frame provided with the award of the grant;
	3. Submit the audited financial report according to the criteria and budget form enclosed with a list of vouchers/receipts for every budget item together with their corresponding copies within the time frame provided with the award of the grant;
	4. Submit a final audited financial statement upon completion of the project according to the time frame provided with the award of the grant.

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