

## **General Guidelines for Applications for Transfer - plus (at least 5.000 €p.a.)**

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### **1. Project title**

### **2. Applicant**

- Name
- Full postal address including email, telephone number
- Task and position

### **3. Person responsible locally (if not identical with the applicant)**

- Name
- Full postal address including email, telephone number
- Task and position

### **4. Project owner legally responsible for the project**

- Name of the institution
- Full postal address including email, telephone number and fax
- For dioceses: general information on the diocese, brief description of the pastoral situation (appendix: pastoral plan / strategic plan / development plan, previous experience in the fields of work)  
For supra-diocesan Church institutions: brief description of tasks, previous experience in the fields of work, supervisory bodies
- For religious orders / congregations, etc.: brief history of the congregation, its charism, priorities of the apostolate, overall number of members and establishments in the country, status in canon law, previous experience in the fields of work
- For NGOs: mission statement, vision, objectives, organisational structure, (appendix: copy of the statutes / articles of association), previous experience in the fields of work, previous financial partners, relations with the local Catholic church.

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### **5. Description of the project environment**

- Description of the situation which highlights the need for the project
- Description of the target group: number, sex, age, ethnic, social and economic background of the beneficiaries of the project.

### **6. Aim of the project**

- What, specifically, is to be achieved in practice and by when?
- What changes are to be effected?

### **7. Duration of the project**

### **8. Planned measures and activities**

- Detailed description of the activities leading to the achievement of the project objective.

### **9. If children and adolescents are involved: protection of children and adolescents under supervision**

- What measures are to be taken to ensure the physical, psychological and sexual integrity of the children and adolescents under supervision?