

General Guidelines for the Application of Transfer-Plus Projects

(at least 5.500 Euro for a term of 3 years)

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

5. Name and Address of the German Partner Parish/ Donor Group and indication of the amount needed for the project

6. Other projects, supported by missio

- Current and completed Projects

7. 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

8. Aim of the project

- What exactly is to be achieved by when?
- What changes should be brought about?

9. Duration of the project

10. Planned measures and activities

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

11. If children and adolescents are involved: protection of children and adolescents

- What measures are taken to protect the physical, psychological and sexual integrity of children and young people in care?
- Presentation or development of a child protection policy

12. Recommendations

- Applications submitted by dioceses, parishes, diocesan congregations, and Church lay organizations must be recommended by the local bishop.
- Applications from entities higher than diocesan level must be recommended by the responsible bishop.
- Applications from religious congregations must be recommended by the responsible major superior.
- Applications relating to the settlement of religious orders or religious communities in a particular diocese must include the 'nihil obstat' of the local bishop.

Signed, original applications and recommendations must be submitted in writing or by e-mail to:

missio

Internationales Katholisches Missionswerk e.V.
Goethestraße 43
52064 Aachen GERMANY

13. Cost plan

Item number and category	Designation of the individual item	Number	Cost per number (per person, day, m ² , object)		Total amount in national currency	Total amount in euros	Remarks
			Cost	Unit of measure			
1. Personnel							
1.1	e.g. Programme coordinator						
1.2	e.g. Field staff						
2. Material costs							
2.1	e.g. Building material						
2.2	e.g. Teaching material						
3. Board and lodging							
3.1 Lodging	e.g. Participant						
3.2 Board	e.g. Participant						
4. Transport							
4.1							
4.2							
5. Administration							
5.1 Office costs	e.g. Printing						
5.2 Organisation	e.g. Internet						
6. Miscellaneous	Various						
TOTAL							

14. Financing plan

in the local currency and in euros

INCOME	National currency	Converted into euros	Remarks
Amount requested from missio			
10 % missio Transfer Plus			
Further third-party funds (other aid organisations, donors, etc.; Please list them all individually)			Please mark 'requested' or 'approved'
Local funding			
Other revenue (sale of materials, course fees, leasing, etc.; please list them all individually)			
Balance from preliminary projects			
TOTAL AMOUNT INCOME			

Local contributions of a non-monetary nature can be listed separately (own work, materials).