

Information on the Westphalian Funding Programme „Hope for Eastern Europe“

I. General Funding Guidelines

1) The funding programme „Hope for Eastern Europe“ is a Westphalian programme financed by the Regional Church's offering „Hope for Eastern Europe“ as well as by general donation income. „Hope for Eastern Europe“ is implemented by 13 other regional churches of the EKD (Evangelical Church in Germany). The programme funds projects and activities with partners from countries in Central and Eastern Europe.

2) Priority for funding should be given to Westphalian projects from the following five sectors:

- a. Women- and gender-related funding projects, especially measures with a focus on the women's role and on the task of gender justice or the reduction of economic, social and cultural discrimination as well as measures and actions treating the issue of human trafficking and forced prostitution.
- b. Reconciling work and conflict facilitation.
- c. Encounter, dialogue and understanding between people from the East and the West, especially intercultural and interfaith dialogue.
- d. Poverty reduction, income-generating measures and activities.
- e. Integrity of Creation, environment and ecological education – including the promotion of renewable energy, the promotion of organic farming and the maintenance or establishment of conservation areas.

As a general rule, pure construction projects cannot be funded.

3) Priority should be given to projects from countries according to the following order of precedence:

1. Non-EU Member States in Eastern Europe (Albania, Belarus, Bosnia-Herzegovina, Macedonia, Moldova, Russia, Serbia, Ukraine)
2. Georgia, Armenia and Kasastan (European sectors)
3. EU Member States (Bulgaria, Croatia, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, Slovenia)

4) In general, measures and activities deriving from initiatives, groups and circles in Central and Eastern European countries shall be funded.

5) Due to the limited volume of funds, applications should generally not exceed a funding amount of €3,000,--; in exceptional cases €5,000,--.

II. Formal Application Requirements

1) Grant applications submitted by 31st March of the current year, will be discussed by the Grants Committee during their spring meeting. Grant applications submitted by 30th September of the current year, will be discussed by the Grants Committee during their autumn meeting.

2) Applications should be submitted in writing on the applicant's official letterhead, including the necessary, legally-binding signatures and at least the following information:

- Applicant's name and form of organisation
- Surname(s) and first name(s) of the applicant's deputies
- Name and title of the project
- Amount requested
- Bank details

3) Applicants are also expected to contribute to the costs of their project by own resources. For this reason a maximum of 85% of the project costs may be funded. Own resources can also be provided by unpaid voluntary work, but have to be valorised in the application's cost plan.

An application for a new project can – due to the fairest possible distribution of limited funds – only be taken into account three years after the funding of a previous project.

4) Planned measures are funded exclusively, but not completed projects.

5) The application has to be accompanied by a signed and scheduled project description, including the following information:

- Name and title of the project
- Country, town and location of the project
- Project period (anticipated beginning, anticipated end)
- Project objectives
- Description of the project content
- Description of the main target group
- Description of the socio-political environment, where the project is to take place
- Information on the socio-economic situation
- Indications about the applicant's mandate
- Description of the steps planned for target achievement
- Methodological notes
- Information about relations to other local, regional, national and international partners

6) By means of a time schedule an easily-comprehensible, chronological progress of the planned project is to be outlined. Depending on the project the following information may be of importance:

- Division of the total period in stages
- Information on the work to be performed during different stages
- Expected deployment of personnel and usage of material
- Sub-aims of stages
- Scheduling of self-regulatory measures

7) The application has to be submitted with an attached detailed cost evaluation containing the following information:

- A listing of all planned expenses incurred, possibly divided into three sections with respective sub-items (staff costs, material costs, programme costs)
- A listing of the total scheduled revenue including the differing grantors, own resources and other income, such as donations, membership fees etc.

8) If available, recommendations from external people, organisations, churches, funding agencies or government bodies should be listed and attached to the application.

9) The following information is to be attached by applicant:

- Articles/statutes of the association/the organisation
- Annual report
- Financial report
- Own publications, project reports (if available)

Dortmund, June 2013