**Help with the application**

***(A) General notes:***

**Language:**

English or German

**Length of the application:**

The answer fields can be filled with up to 5,000 characters. You can add additional documents to the application, for example:

* General information about your organization (statute, annual report)
* For events: planned program
* For construction projects: Pictures of the status quo, construction plans, cost estimates
* For multi-year projects: Schedule

**Sending of the application:**

Please send us the completed and signed project application by mail.

If possible, avoid sending applications by e-mail in advance.
Project applications by e-mail or fax are only accepted in exceptional cases.

**Processing time by Renovabis:**

Renovabis does not have any application deadlines. You can submit applications at any time. It may take several months to make a decision. Please consider this when submitting the application.

**…and a tip:**

Try to answer all questions. Argue convincingly! Please remember: Your project application will be considered by different people who may not have any prior knowledge of your organization or project.

***B) Information about the application form:***

1. **Project title**

The title briefly summarizes what your application is about (what, where, when). The final project title and the project number will be sent to you along with the acknowledgment of receipt.

1. **Applicant**
* Please indicate the name of your organization in the national language of your country as it is registered.[[1]](#footnote-1)
* Please indicate your postal address.
* Make sure that your address, e-mail and telephone number are up-to-date.
1. **Project executing organization**

The project executing organization carries out the project and presents the report to Renovabis.

1. **Starting situation**

The starting situation describes the background of the planned project. The description helps us to understand why your project is necessary.

* Please describe the environment in which your project takes place (e.g. social, political, geographical).
* Please describe the problems that need to be solved by the project.
* Please describe your organization.
	+ Example NGO / association: Organizational structure; general objectives, tasks, activities
	+ Example diocese: How many parishes are there, what activities are there?
	+ Example parish: How many believers are there, how many baptisms, weddings, funerals; what activities are there?
* Please describe the financial situation of your organization and the funding possibilities on site (e.g. state subsidy)
1. **Target group (description, number)**

Which people does the project help directly? Which people does the project help indirectly? How many people does the project help? Can their number be measured and checked later?

1. **Overall objective**

For which longer-term, far-reaching changes in church / society should the project contribute? What vision do you pursue?

1. **Project objective(s) and indicators**

a) Please describe what results or effects do you expect from the project. What changes will arise for the target groups?

|  |
| --- |
| *Characteristics of well-chosen objectives:* S – specificM – measurableA – achievableR – realisticT – time-bound |

b) Please name indicators on the basis of which the achievement of the project objectives can be checked or (numerically!) measured. (Help for finding indicators: How does one show and how can one measure whether the project objective is achieved?)

1. **Planned measures and activities**

Please describe in detail what measures do you want to take. Please explain why these measures are appropriate to achieve the objectives of the project.

*Important: This description will later form the basis for checking whether the funds have been used correctly (if your application is approved).*

1. **Project duration**

When does the project start? When shall it be finished?

*Important: Renovabis does not finance retroactively. Renovabis only funds measures that have not yet started. Please make your application early!*

1. **Cost plan**
* The cost plan refers to the measures mentioned under 8.
* The costs should be expressed in the national currency and in euros. Please indicate the exchange rate used.
* For acquisitions over € 500 and for construction projects, please include cost estimates from companies.
* For a large budget, it makes sense to add the cost overview in form of an additional table.
1. **Financing plan**

The financing plan must completely cover the costs mentioned under 10.

* A local own contribution is absolutely necessary.
* Third-party funds: Please list all other sponsors / donor organizations by name. Please indicate whether the funds have already been approved or have only been applied for. Please inform Renovabis if you get commitments from other organizations.
* Please name the exact amount you are applying for at Renovabis.
1. **How will the project continue to be funded after the end of funding the project by Renovabis?**

Renovabis funds projects only for a limited time. It is important that projects have a perspective to later carry themselves financially.

1. **Prevention of Sexual Violence[[2]](#footnote-2) and Dealing with Cases of Suspicion**

The prevention of sexual violence is an integral part of church work with children and young people as well as with adult wards.

Describe how you protect minors and adult wards from sexual violence in your project (e.g. rules of conduct for events, training for staff, trusted persons...).

1. **Does your organization have an institutional protection policy? (If yes, please attach to the application or provide a link.)**

An institutional protection policy describes measures taken in the respective organization (e.g. parish, school, retirement home) to prevent sexual violence. It also describes standards for dealing with cases of sexual violence (e.g. naming contact persons and defining responsibilities, describing the reporting and complaint channels on site, the documentation and information obligation in cases of sexual violence).

Information on prevention at Renovabis can be found on our website:

<https://www.renovabis.de/ueber-uns/kindesschutz-und-praevention-von-missbrauch>

If you want to report a case of suspicion in the project context or against Renovabis employees, you can contact our ombudsperson:

<https://www.renovabis.de/ueber-uns/ombudsperson>

1. **Statement of the local bishop (for religious order internal projects): Statement of the major religious superior**
* The bishop / religious superior can sign the project application or write a separate letter.
* Diocesan projects are recommended by the diocesan bishop. National projects are confirmed by the chairman of the Episcopal Conference.
* Projects that concern a religious order internally are signed by the major religious superior (e.g. Provincial, Superior).
1. For Russia, Belarus, Ukraine, etc.: in the Cyrillic alphabet and Latin transcription. Armenia, Georgia: Latin alphabet. [↑](#footnote-ref-1)
2. The term **sexual violence** includes both criminal and non-criminal sexual acts as well as incidents where boundaries are violated, among them acts against sexual self-determination in accordance with ecclesiastical law (“Codex Iuris Canonici” and the Apostolic Letter “Vos estis lux mundi”), insofar as they are committed against minors or individuals who habitually lack the use of reason (according to Motu proprio “Sacramentorum Sanctitatis Tutela“) and acts below the threshold of criminal liability which nevertheless constitute a violation of a sexual boundary or other form of sexual assault committed against children, juveniles, and dependent and vulnerable adults. [↑](#footnote-ref-2)