Your project proposal to the United Evangelical Mission (UEM) must contain the following information in order to determine whether support is possible. Please consider all points listed. If you are not in a position to provide information on a point, please state this and tell us why. **You can also contact the UEM staff to present your ideas and discuss the project prior to an official submission.**

**1. General information**

|  |  |
| --- | --- |
|  | |
| Name of the applying church/institution |  |
| Address |  |
| Country |  |
| Website |  |
| Department/unit/institution under which the project will be implemented |  |
| Contact person |  |
| Contact person’s position |  |
| Email address |  |
| Mobile or landline phone number(s) |  |
| Skype or similar communication contact |  |
|  | |
| Project title |  |
| Planned time period of the project/training (project duration) |  |
| Period of funding requested from the UEM |  |
| Total planned expenditures of the project/training (local currency) |  |
| Amount requested from the UEM (local currency) |  |
| Amount from applicant’s own sources (own contribution/local currency) |  |
| To which other (national/international)  organizations have you applied for funding? |  |

Does this application refer to a new project/training or to the continuation of an ongoing project/training?

New project Continuation

In case of a continuation, who is funding the current activities?

In the case of a continuation, please provide a short overview of the achievements and lessons learnt during the ongoing phase.

**2.** **Project context ­– Background of the project**

Please describe the following parameters for your church and/or the project area in relation to your planned project/training:

|  |  |
| --- | --- |
| Political situation |  |
| Economic situation |  |
| Sociocultural situation |  |
| Religious situation |  |

**3. Problem description**

Please describe and analyse the initial situation/problem intended to be addressed by the project/training. Describe how the community is affected and how people are affected in general and/or in different ways (gender analysis).

**4. Target groups**

Please provide information on the direct target groups (and indirect target groups, if applicable) and elaborate on:

* Number of persons, according to sex and age.
* Demographic particularities (if applicable).
* If the target group is outside of the church: Social, economic, and cultural status.
* If the target group is within the church: Role within the church (i.e. pastors, paid church workers, lay leaders etc.)
* Whether the target group is organized: structure, working methods, etc.
* Extent of participation by the target group in the planning process and of their further participation in the implementation, monitoring, and evaluation of the project/training

**5. Expected outcome and impact**

Please show how the project/training contributes to achieving the strategic objectives of the church/institution.

Please specify the project objective(s) to be accomplished within the project/training period **(outcome level).**

Please state up to three indicators for monitoring the extent of accomplishment of the respective project objective.

1. …
2. …
3. …

* If possible, please provide at least one indicator differentiated by sex, or add a gender dimension to one of the indicators.
* If the planned project is composed of different project components, you can use an extra spreadsheet.

What measures do you intend to apply to ensure the sustainability of the intended outcome stated above? What is your exit strategy to curtail dependence on donor funds?

What instruments and methods do you intend to apply to assess the outcome of the project/training?

**6. Project/training organization**

Who are the persons responsible for planning, implementation, monitoring, and evaluation? Indicate their positions/backgrounds. If there are resource persons, please identify their areas of expertise.

|  |  |
| --- | --- |
| Person responsible for planning |  |
| Person responsible for implementation |  |
| Person responsible for monitoring |  |
| Person responsible for evaluation |  |
| Resource persons |  |
| … |  |

**7. Activities**

Please describe in detail the measures and activities planned to achieve the project objective(s).

For projects with a duration of 2 years or more, and/or for projects with a budget of more than 20,000 euros: Please describe milestones/steps/phases.

Please note the following:

* Please state if any activity specifically targets women, men, children, and/or young people as a distinct group.
* The activities should be in alignment with the budget structure.
* Provide details of implementation (including timeline).
* For conferences, training workshops, and other gatherings, include such details as number and type of intended participants, process/method or programme of the gathering, venue, and resource persons (qualifications and institutional affiliation).
* For church roofing projects, include a construction plan and information about the building phases, procurements, etc. – Sustainable, environmental friendly construction projects are favoured.
* For procurements (musical instruments, computers, cameras, stage equipment, building materials, etc.) explain why these are needed for the project/training.
* Please check whether an external evaluation needs to be scheduled for the respective project period. If so, please specify when.

**8. Budget: Expenditure and income plan**

The expenditure plan should refer to the following main expenditure items:

* Administration
* Construction (if applicable)
* Evaluations
* External project audit
* Personnel
* Procurement (if applicable)
* Project activities.

The income plan should reflect the amounts from different income sources:

* Domestic funds raised by project partner.
* Foreign funds raised by project partner.
* Funds requested from other organizations.
* Project partner’s own contribution.

Please make sure that total expenditure equals total confirmed income.

|  |  |
| --- | --- |
| **Detailed expense items** | **Projected expenditure in local currency** |
| a) |  |
| b) |  |
| … |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Income distribution** | **Projected income in local currency** |
| a) Applicant’s own contribution |  |
| b) UEM |  |
| c) … |  |
| **Total** |  |

**9. Risk assessment**

Please describe possible risks that might jeopardize project implementation and achievement of the project/training objective/s.

If there are any risks, how can you address them?

**10. Network**

Are you cooperating with other churches, church organizations, or other organizations in the implementation of the project? If so, please describe the scope of cooperation.

**11. Remarks & comments**

1. …
2. …
3. …

**12. List of attachments**

1. …
2. …
3. …

**13. Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Church leader** | **Project officer** | **Treasurer** |
| **Name** |  |  |  |
| **Signature** |  |  |  |

Place:

Date:

Seal:

**NB:** If you submit a pdf document, please make sure it is editable and/or submit the MS Word document as well.