

Project Application and Report Forms

This document consists of following forms:

A Project Application Form:

1. Project Summary
2. Project Description

B Agreement

C Project Grant Receipt Form

D Project Report Form

GBAid 2009

A. Project Application Form

1. Project Summary

/Please PRINT/

Name of Project:
Country:
Total cost of Project EUR:
Total request from GBAid EUR:
Convention/Union/Organisation:
Overall responsibility (name and position):
Project Manager:
Address:
Phone:
Mobile phone:
Fax:
Email:
Scope: /please tick the suitable box/ <input type="checkbox"/> Relief work <input type="checkbox"/> Theological Education <input type="checkbox"/> Church Growth <input type="checkbox"/> Development (please indicate the area):
Project Purpose:
Project Duration:
Total cost in EUR:
Total cost in local currency:
Your convention's/union's/organisation's contribution in EUR:
Total request from GBAid EUR:
Other agencies being asked for funds (name and amount): 1. 2. 3.

Applicant's Signature:

Date:

2. Project Description

/Please use the following headings and questions to describe the project. You may use separate sheets in case your access to the computer is limited, otherwise please feel free to type your text in to the same form after each heading/question./

1. Description of the Applicant

- Structure of the Organisation, number of employees (and/or volunteers) and working area
- Capacity and experience in handling projects as this. List of experts
- Which person/committee/board has the authority to make decisions on this project
- Which person/committee/board will provide GBAd with reports (incl. financial)?
- What are the other projects your organisation has implemented recently/is implementing currently? How are they funded?

2. Description of the situation

- Geographical location of the project
- Economy of the area
- Problems of the area which the projects aims to address

3. Description of the target group

- Please describe the people who will benefit from the project (peoples, numbers, age, sex, cultural background, etc.)

4. Description of the Project

- What is the need? Who identified the need?
- What is the expected result of the project? Describe the changed situation after the project has finished.
- What are the project activities which help to achieve the objectives? Give the specific timetable (add more rows if needed)

Activity	Start Date	End Date	Result	Means of verification *

* Please indicate how it is possible to obtain information about the held activities (reports, photos, list of participants, participants' feedback, publications, etc.)

- Will the project lead to improvement, self sufficiency and sustainable development? How?
- Are there other organisations participating in this project, or carrying out similar projects in the same area?
- If your project involves children and women, please explain what steps will be taken to ensure there is no sexual harassment and/or physical abuse of women and children?
- Will the Project use volunteers' work? How much and for which tasks?
- Are there any risks that may hinder the project from achieving its objectives? What has been done to minimise the risks?

5. Description of the Project Management

- To whom does the Project Manager report, how and how often?
- Who will administer and audit finances?
- Who will send the reports (incl. financial report) to GBaid?

6. Description of the Project Evaluation

- How will the project be evaluated? When?
- Will beneficiaries participate in the evaluation process?

7. Description of finances

- Provide a detailed budget for the project

Description of Item/Activity	No of Units	Unit Cost EUR	Total EUR
Total EUR			

- When is funding needed in order to start the project as planned? (Please indicate the month and year.)
- Can the project be undertaken if full requested funding is not available? Please describe.
- Please add the Excel- table with the budget.

8. Full details of the Bank Account where the funds need to be transferred:

- Account Holder
 - a) Name
 - b) Address
 - c) Telephone
- Bank information
 - a) Name
 - b) Address
 - c) SWIFT or BIC (Bank Identifier Code)
 - d) IBAN (International Bank Account Number)

B. Agreement

The project:

was approved at German Baptist Aid Committee Meeting on

German Baptist Aid undertakes the commitment to transfer

the total sum of the grant:

for the duration of the project:

within the framework of the following agreement:

The following procedures must be observed:

1. Funds will be kept separate from Organisation's regular funds
2. Control of the funds will be in the hands of the Organisation, on behalf of GBAid
3. All transactions (incl. cash) will be carefully recorded in the bookkeeping. Receipts/invoices will be obtained and retained alongside with each single record.
4. Project financial report will be audited in the end of the project, copy of the auditor's report will be sent to GBAid.
5. If the project is longer than 6 months, Progress Report on project activities together with financial data will be sent to GBAid every six month and the Completion Report together with financial data and auditor's report within 1 month after the project completion.
If the project is shorter than 6 months, project Completion Report together with financial data and auditor's report will be sent to GBAid within 1 month after the project completion.
6. For projects longer than 6 months the payment will be made in several parts. Every next payment will be made only after submission of the 6 months Progress Report together with financial data.
7. Project completion report shall follow the questions of the GBAid Project Report Form.
8. The Organisation agrees to provide GBAid any information regarding the project when requested to do so.
9. In case of changing original plans GBAid must be informed immediately.

Project Partner

German Baptist Aid

Application submitted by

(name/position/organisation)

Signature

Signature

Date

Date

Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland K.d.ö.R./ German Baptist Union
German Baptist Aid, Birgit Fischer; Johann-Gerhard-Oncken-Str. 7, 14641 Wustermark, Germany
Tel. 0049 33234 74 112, E-Mail: germanbaptistaid@baptisten.de

C. Project Grant Receipt Form

/To be sent to GBAd immediately after the grant has been received/

This is to acknowledge that we have received the following funds from German Baptist Aid and confirm that they will be only used for the purposes indicated:

Received amount EUR*: _____

Designated for the project: _____

Convention/Union: _____

Name:

Signed:

Office held:

Date:

This form should be signed by an officially authorised officer and returned to:

Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland K.d.ö.R./ German Baptist Union
German Baptist Aid, Birgit Fischer; Johann-Gerhard-Oncken-Str. 7, 14641 Wustermark, Germany
Tel. 0049 33234 74 112, E-Mail: germanbaptistaid@baptisten.de

* Where the grant is not received in the currency stated please indicate what has been received and in what currency.

D. Project Report Form

/to be delivered not later than provided in the agreement/

/Please use the following questions to report about the project progress and completion. You may use separate sheets in case your access to the computer is limited, otherwise please feel free to type your text in to the same form after each question./

Name of Project:
Country:
Project Duration:
Period of Report:
Person submitting the report:

1. When did the project start?
2. Have the original plans changed? Please describe the changes and the need for changes in details.
3. Which parts of the project are completed?
4. Please describe the problems/difficulties. Have they had impact on project's outcome? What has been done to overcome the difficulties?
5. Please name the objectives that the project has achieved. What impact the project had on the work of the church and its different age groups? How has the project supported the witness of the church in society?
6. How will the outcomes of the project be sustained? What activities will be undertaken in order to continue the impact of this project?
7. Has the project budget changed? If YES, please add the revised budget (Excel- table)! (Please answer this question only if the project is longer than 6 months.)
8. Please submit the actual financial report together with the auditor's report to GBAd.
PLEASE NOTE: When the project is finished the GBAd needs an audited statement since they are officially controlled if donations have been used for the purpose for which they were given.
9. Please enclose with this report photos, participants' feedback, human interest stories and/or other means of verification that you have indicated in the Project Application Form.

Signature:

Date:

Please return this report to:

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