

 **Committee for Development Cooperation and Missions**

**Grant Application Form**

**Please send by post or, preferably, via email to** **global@kathbern.ch**

(Post address: Katholische Kirche Region Bern, Frohbergweg 4, Postfach, CH-3001 Bern)

For more information go to [www.kathbern.ch/global](http://www.kathbern.ch/global)

You will receive a confirmation via E-Mail. Should you not hear from us within a week, please contact us immediately.)

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| 1. **General information**
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| Project number, year | **Leave this box empty** |
| Project Name | Click here to fill in |
| Country | Click here to fill in |
| Region / Continent | Click here to fill in |
| Applicant Organisation* Name
* Address
* Phone
* Email
* Web page
 | Click here to fill in |
| Bank account (IBAN) including name of account holder and addressBIC (for foreign payments only) | Click here to fill in |
| Type of project | Please tick all that apply:□ Innovation or project start-up□ Overheads, ongoing project□ One-off project |

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| 1. **Questions about the application**
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| * 1. **Applicant Organisation**
 |
| Name of the local project organisation(who is behind the project) | Click here to fill in |
| Name of on-site project manager | Click here to fill in |
| Name of the responsible organisation in Switzerland | Click here to fill in |
| Contact person in Switzerland | Click here to fill in |
| Other organisations involved, or important co-operations | Click here to fill in |
| Name of the responsible organisation’s supervisory authority; please indicate if certified under Swiss certification rules (ZEWO) | Click here to fill in |
| Responsible body for meeting financial conditions | Click here to fill in |
| Your connection to the Catholic Church | Click here to fill in |
| Your connection to Bern (in general or the Catholic Church of Bern) | Click here to fill in |
| Has your organisation previously been supported by us? If so, provide year, project name, grant awarded. | Click here to fill in |

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| * 1. **Funding**
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| Grant requested | Click here to fill in |
| Overall project costs, in Swiss Francs *(please enclose budget)* | Click here to fill in |
| Amount of services on own account |  |
| * in Switzerland
 | Click here to fill in |
| * by the local partner organisation
 | Click here to fill in |
| * by the beneficiaries
 | Click here to fill in |
| Other funding received (state the amount awarded and the donor) | Click here to fill in |
| Please state any other bodies you are sending applications to  | Click here to fill in |

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| 1. **Questions about the project**
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| Describe the project’s main objective*Please append a detailed project description*Click here to fill in |
| Describe the project setting (geographical, economic, political, social, etc. aspects)Click here to fill in |
| Describe the aims you wish to obtainClick here to fill in |
| Describe the project’s target group(s) (beneficiaries)Click here to fill in |
| The number of people to be reachedClick here to fill in |
| Starting date and duration (planning schedule)Click here to fill in |
| Describe the target long-term effect of the projectClick here to fill in |
| The date the Project Completion Report (including statement of expenditure) will be sent to Catholic Church Greater BernClick here to fill in |

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| 1. **Attachments**
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| □ Detailed project description |  |
| □ For construction projects: building plans |  |
| □ Budget and funding plan |  |
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| 1. **Supplementary information**
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| Please provide any photos or illustrations already available for public relations. | Click here to fill in |
| Any other information | Click here to fill in |

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| 1. **Obligations**
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| **Catholic Church Greater Bern**(Roman Catholic Authority Greater Bern)  | **Applicant Organisation** |
| Responsibility for the project |
| * Catholic Church Greater Bern confirm reception of application by email and informs about the decision made.
* Catholic Church Greater Bern commit to pay the grant awarded in full.
* The amount of grant awarded cannot be increased in the event of overspend.
 | * Applicant Organisation is responsible for diligently spending the grant awarded for the purpose intended.
* Applicant Organisation is liable if the funds are used inappropriately.
* Any changes to the project are subject to the explicit approval by Catholic Church Greater Bern.
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| During and after the project |
| * Catholic Church Greater Bern is entitled to ask about the project’s progress at any time.
* Catholic Church Greater Bern regularly checks that the grant awarded is used appropriately.
* Catholic Church Greater Bern may take steps to ensure the appropriate use of funding in case of any deviation from these Obligations.
 | * Applicant Organisation will keep Catholic Church Greater Bern informed about the project’s progress.
* The Project Completion Report must be handed in to Catholic Church Greater Bern without a reminder.
* The Project Completion Report must address all items listed in the Grant Arrangement.
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| Financial duties |
| * Payments will only be made through officially recognised channels and institutions.
 | * Applicant Organisation is responsible for the appropriate use of the grant awarded.
* Applicant Organisation, project managers, or third parties are not allowed to accept gifts of any kind in the scope of this project.
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| Contingencies |
| * Acts of God such as natural disasters, political unrest or war may impede the realisation of the project.
* In any such event, Catholic Church Greater Bern may suspend or even retract their support; the latter only after consulting with the applicant.
 | * Applicant Organisation will immediately inform Catholic Church Greater Bern about any changes to the project or the planning.
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| Communication |
| * Catholic Church Greater Bern may publicly inform about their support of the project, e.g. in their annual report, the Bernese parish newspaper, their website, www.kathbern.ch, or other interested media.
* Catholic Church Greater Bern will supply their logo or information as needed.
 | * Applicant Organisation will acknowledge Catholic Church Greater Bern’s funding in all written materials and information media (e.g. website).
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| 1. **Signatures**
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| Date and PlaceClick here to fill in | Signature Applicant OrganisationClick here to fill in |
| Date and PlaceClick here to fill in | Signature Project CFO Click here to fill in |
| Date and PlaceClick here to fill in | Signature Project ManagerClick here to fill in |