

**Committee for Development Cooperation and Missions**

**Grant Application Form**

**Please send by post or, preferably, via email to** [**global@kathbern.ch**](mailto: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** | |
| 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 address  BIC (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** | |
| * 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** | |
| 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** |
| 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 obtain  Click here to fill in |
| Describe the project’s target group(s) (beneficiaries)  Click here to fill in |
| The number of people to be reached  Click here to fill in |
| Starting date and duration (planning schedule)  Click here to fill in |
| Describe the target long-term effect of the project  Click here to fill in |
| The date the Project Completion Report (including statement of expenditure) will be sent to Catholic Church Greater Bern  Click here to fill in |

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| 1. **Attachments** | |
| □ Detailed project description |  |
| □ For construction projects: building plans |  |
| □ Budget and funding plan |  |
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| 1. **Supplementary information** | |
| 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** | |
| **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. |
| 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. |
| 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. |
| 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. |
| 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). |
| 1. **Signatures** | |
| Date and Place  Click here to fill in | Signature Applicant Organisation  Click here to fill in |
| Date and Place  Click here to fill in | Signature Project CFO  Click here to fill in |
| Date and Place  Click here to fill in | Signature Project Manager  Click here to fill in |