



Guidelines on submitting Requests for Grant

2019 Otto per Mille Funds
Waldensian Church of Italy
(Union of Methodist and Waldensian Churches)

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The Waldensian Church of Italy (Union of Methodist and Waldensian Churches) participates, as other religious denominations, in the distribution of the Otto per Mille IRPEF¹ funds. They will be allocated exclusively to the implementation of social, healthcare, humanitarian and cultural interventions both in Italy and abroad.

To this purpose, Organisations are given the opportunity to submit project proposals, in order to obtain a financial contribution, as outlined below.

1. Beneficiaries

The following applicants are eligible to receive Otto per Mille grants of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches) as by art. 4 of Law 409 of 1993:

- a. Organisations that are part of the Union of Methodist and Waldensian Churches;
- b. Italian or international associations (Associations, Committees, NGOs and non-profit Organisations provided that the requested grant is used for the purposes of Law 409 of 1993, namely charitable, humanitarian, cultural purposes and not for profit activities);
- c. Italian and international ecumenical Organisations.

2. Types of interventions

Social assistance, healthcare, education, culture and social inclusion projects, development cooperation aid and response programmes to humanitarian, environmental and climate emergencies are eligible for funding by Otto per Mille of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches) provided that they aim to benefit the community and are strictly non-profit making.

Requests for Grant can be submitted for actions to be implemented both in Italy (**“Italian Projects”**) and abroad (**“International Projects”**).

¹ Eight per thousand (otto per mille) is the share equalling 8‰ = 0.8% from the annual income tax return taxpayers can choose to devolve to a religious denomination as provided by the Italian law.

Italian Projects must fall under one of the following **fields of action**:

1. Healthcare and health protection

Actions to integrate the services delivered by the national healthcare system, purchase of equipment, psychological support, voluntary services and entertaining activities in hospitals, hospices and care homes.

2. Promotion of well-being and development of children and young people

Projects aimed at promoting and developing personal, relational, cognitive skills of young people to foster their training and social integration and to fight against truancy, early school-leaving, bullying and other phenomena of youth social distress.

3. Cultural activities

Projects of artistic and creative production aiming at raising awareness and debate on topics of social, ethical and cultural relevance. Conferences, seminars, exhibitions and forums.

4. Improvement of the life conditions of people with disabilities

Projects to support autonomy, socialization and participation of people with disabilities. Specific support to both personal care in reception facilities and home assistance. Psychological support, caregiving and assistance to families.

5. Reception and inclusion of refugees and migrants

Projects to improve initial and second-line reception, as well as access to services, and to overcome specific isolation conditions. Support to intercultural exchange, education, training and integration in the labour market.

6. Contrast to poverty, social distress and job insecurity

Contrast to new forms of poverty, social marginalisation and socio-economic and job insecurity. Services related to distribution of meals, night nursing facilities, street first aid units, social first aid, vocational training, work placements, programmes to support the fight against addictions. This field shall include also those actions with a focus on NEET, both those with specific reference to caregiving, orientation and training, and those more oriented to integration in the labour market.

7. The elderly

Activities of reception, assistance and socialization in residential and semi-residential facilities, including the purchase of equipment and materials. Home assistance and rehabilitation, remote rescue, services related to the distribution of meals, delivery of transport services and access to basic services. Recreational, training and sport activities.

8. Citizenship Education

Projects to counteract hatred, intolerance and discrimination, exchange and inclusive education programmes, training on legality and justice.

9. Prevention and fight against gender violence

Actions of legal advice, psycho-social and healthcare assistance, reception, protection and work integration for women who are victims of violence. Psychological support programmes to abusers and projects of advocacy, prevention and education against any form of violence.

10. Rehabilitation and inclusion of prisoners and ex-prisoners

Training and cultural and language mediation inside and outside penal institutions, rehabilitation programmes, housing and work inclusion.

11. Environmental protection

Promotion of initiatives and mechanisms capable of fostering pro-environmental behaviours and environmental protection. Protection of biodiversity, environmental education, actions at the benefit of energy saving and the spread of renewable energies, enhancement and accessibility of protected areas, urban regeneration.

The fields of action for International Projects are the following:

1. Fight against malnutrition

Projects to encourage food security of adults and children, education and training for local staff, nutrition and food hygiene education, food distribution programmes.

2. Empowerment of women and gender equality

Actions to prevent and fight against any form of violence, legal advice and psychosocial and healthcare advice women's health care, literacy, projects aiming at empowering women in society, reducing gender-based discrimination and implementation of income-generating activities.

3. Access to water and hygiene

Actions aiming at ensuring water supply and sustainable management and sanitation. Establishment of water supply systems (wells, rain-water harvesting, storage and small-scale supply systems, etc.) and construction of latrines, community bathrooms, disposal systems and sewers.

Training programmes on water supply and education on improving personal hygiene practices.

4. Participation, dialogue, governance and human rights

Actions to enhance participatory development, democratization, good governance and respect for human rights. Projects on strengthening civil society, maintaining peace and preventing conflicts, protection of minorities. Organisation of seminars, training and capacity building, multilevel civic education programmes. Support to the media and the free flow of information, as well as actions at the benefit of specific groups such as migrants, people with disabilities, ethnic, religious, language groups, human rights defenders or other groups subject to discrimination.

5. Protection of children

Actions aiming at ensuring safety and protection of children and safeguarding their rights and dignity. Training programmes for social workers strengthening of the participation of children and young people and services for rehabilitation and social reintegration.

Fight against child labour, sexual exploitation, early marriages and child trafficking. Specific actions for children in conflict and post-conflict areas. Protection of the rights of children with disabilities.

6. Education

Actions of formal and non formal primary and secondary education for children and youth.

Construction and maintenance of facilities, purchase and provision of educational materials.

Additional and subsidiary services for education. Training of teachers and school operators. Music, art and dance courses to foster development, social inclusion and overcoming of traumas.

7. Vocational training and income-generating activities

First and second level vocational and technical training. On-the-job training, internships and scholarships. Integration in the labour market and implementation of income-generating activities.

8. Environmental protection

Actions to fight against desertification and to mitigate the effects of climate change. Actions of biodiversity protection, waste management, promotion of the use of renewable energies.

9. Rural development and food self-sufficiency

Projects on agricultural and rural development with the involvement of local communities. Actions to improve the quality of food productions for the purpose of a correct and healthy nutrition of the population, with a focus on local traditions, sustainability and technological development. Training, purchase of equipment, establishment of small-scale cooperatives at local level.

10. Healthcare and health protection

Basic, primary and specialist health programmes. Supply of medications, drugs and vaccines. Purchase of equipment, construction of laboratories, hospitals, clinics and dispensaries. Training to medical and paramedical staff. Screening and treatment programmes for infectious diseases and surgical missions. Social and healthcare assistance for the elderly and rehabilitation and integration projects aiming at people with physical, sensory or mental impairments. Awareness-raising of local communities.

11. Humanitarian aid in emergency situations

Projects at the benefit of people who are victims of humanitarian crises caused by natural or human phenomena. First aid actions and re-establishment of primary services. Food distribution, hygiene kits, setting up of reception camps and protection facilities. Psychological assistance, non formal education for minors, delivery of basic healthcare services.

3. Application procedures

The Otto per Mille Office has introduced an online system to submit Requests for Grant and documents.

The **JUNO** system is an ICT platform you can easily surf also from tablets or smartphones, and enables to directly update your Organisation's profile and documentation at any time, to submit project proposals and to follow their progress.

The system is available in both Italian and English via the link <https://juno.chiesavaldese.net>.

For specific and detailed instructions on how to register and submit a Request for Grant, please refer to the document "GENERAL INSTRUCTIONS ON HOW TO USE THE PLATFORM".

The high number of users simultaneously connected online may slow down the system. So, you are advised to submit your project proposal a few days before the deadline of the call, this way appropriate assistance will be ensured.

3.1 Mandatory Documentation

In the phase of registration of the Organisation's profile, you will be asked to upload the following documents in PDF format:

- **Articles of association**
- **Bylaws**
- **Balance sheet/cash-flow statement as regards the last 2 financial years² enclosing the related minutes/acts of approval**

The only exception concerns the Organisations that have operated for less than two years at the time when submitting the proposal. The system enables to complete the procedure even without enclosing the balance sheets and the minutes of approval on the basis of the date of establishment of the Organisation.

It is worth noting that the Articles of Association and the Bylaws are required only at registration. The balance sheets and the acts of approval must be updated at the opening of each new call.

The following documents must be enclosed with any Request for Grant:

- **Bylaws and/or other document suitable** to define the *mission* and organisational structure of **any project partner** (not required if the partner is a national or international public authority).
Note: Partners are all those bodies participating in the project implementation. They carry out the foreseen activities and/or manage the budget together with the applicant Organisation in compliance with the Guidelines for financial reporting.
- **Letter of intent:** a letter of intent duly signed by each Partner and by any other body involved in the project, including Italian and international public authorities.
Note: Other involved bodies are those Organisations involved in the project neither directly participating in the foreseen activities nor in the budget management. Not to be confused with the service providers.
- **Property deed of the building/land:** only in the case of projects that envisage the renovation/construction of immovable properties.

All the documentation must be provided in Italian or in a language of choice among English, Spanish and French. The documents not drawn up in these languages must enclose the translation into Italian or English. The original document and its translation must be enclosed in one file.

² Any Organisation, which is not required to produce a balance sheet in accordance with its Bylaws or national law, must submit a financial statement aimed at highlighting revenues and expenses with reference to the final figures as by the two previous financial years and the related act of approval as provided by its Bylaws.

Note: In the observance of the General Regulation (EU) 2016/679 on the protection of personal data, you are required to visibly report in the documentation uploaded in the ICT system exclusively the identifying data of the data subjects who have provided due authorisation to its dissemination and communication. Further information about the data types and obligations of the Data Owner and the data subject can be consulted in the paragraph “Processed data type” of the privacy policy the can be downloaded from the platform.

3.2 Non-mandatory Documentation

The applicant Organisation may enclose the Request for Grant with further documentation aiming at providing more detailed indications on the project proposal or the Organisation. The non-mandatory documentation can be uploaded only in PDF format directly on the platform.

Some examples of non-mandatory documentation:

- **Photos**
- **Flyers, brochures**
- **Cadastral maps and plans**
- **Technical projects**
- **Press review on the project**

The Otto per Mille Office reserves the right to ask for additional documents and information in the preliminary or evaluation stage.

All submitted Requests for Grant not abiding by the indications mentioned in paragraphs 3.1 and 3.2 will be considered as incomplete.

3.3 Submitting a Request for Grant (RFG)

The system enables to submit a Request for Grant until 11:59 pm on December 21st, 2018 (Rome time). No Request for Grant can be submitted after this deadline.

In order to receive appropriate assistance from the Office and avoid slow-downs or bottlenecks caused by the high number of users connected simultaneously to the platform in the phase of the closing of the call, you are advised to submit the project proposal a few days before the deadline.

4. The procedure of project selection and evaluation

The project selection procedure consists of two phases:

1. **The preliminary phase:** relating to formal eligibility of the proposal and its compliance with the content and purpose of Otto per Mille;
2. **The evaluation phase:** relating to the punctual examination of the content of individual project proposals, which have been deemed suitable in the preliminary phase.

Requests for Grant falling under the cases outlined thereafter **will not be admitted** to the second phase:

- a) **Submitted by applicant Organisations not eligible to apply for a grant**, according to the requirements in point 1;
- b) **Incomplete:** submitted proposals enclosing documents not complying with the requirements, incorrectly filled in, not enclosing the mandatory documents and/or not readable;
- c) **Not compliant with the Otto per Mille purpose**, as provided in point 2;
- d) **Submitted after the deadline or via means other than those indicated hereby.**

Upon completion of the entire process, the list of approved projects will be published on the website www.ottopermillevaldese.org in September 2019.

All Organisations that will be granted funding will receive an official communication including the operating indications for the grant disbursement.

The selection of the projects and initiatives to be financed, as well as each granted amount are decided in the sole discretion of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches).

5. Additional information

5.1 Multi-year projects

Funding is granted per single year. This means that although projects to be implemented over several years are admitted, it is however necessary to submit the planning referring to the year the funding is applied for together with the overall description of the project to be conducted.

Organisations must provide detailed information on the project activities and costs year by year and apply for the funding only relating to the year of reference. **In order to apply for the funding relating to the following years, applicant Organisations are required to submit the project application again.** Obtaining the grant for one year does not guarantee further allocations of the grant for the following years.

5.2 Submitting the same request for grant for more consecutive years

A project that has already been positively evaluated may be submitted again for two or more consecutive years. This possibility is contemplated for programmes that require, by their nature, a financial contribution over the longer term. Nevertheless, this does not guarantee that the project will receive the expected funding each time.

5.3 Change of grant allocation

The funding is granted exclusively in relation to the project proposal submitted, therefore it is not allowed to use the funding for projects other than the approved one. In the event a project change shall be required, a request must be submitted to the Otto per Mille Office for examination. A different allocation of the funds will be authorised only in exceptional cases.

5.4 Non-utilisation of grants

If an Organisation is unable to use the funding after the approval of the grant, the Otto per Mille Office must be promptly informed with an official communication. If this occurs during the project implementation and after the transfer of one or more grant tranches, the Organisation is required to return all the amounts disbursed and not properly reported.

5.5 Financial management and reporting

Information relating to the financial management of projects are outlined in the “Guidelines for financial reporting of projects funded by Otto per Mille of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches)”, which can be downloaded from the website www.ottopermillevaldese.org.

This document is updated every year together with the approval of the new Requests for Grant; the new version will be published in September 2019.

Before submitting a new Request for Grant, you are advised to consult the guidelines relating to the previous years published on the website, in order to submit a Request for Grant capable of fulfilling all requirements in case of approval.

5.6 Visibility

In accordance with the principle of transparency guiding the Waldensian Church in the management of the Otto per Mille resources, all Beneficiary Organisations are required to affix the logo “Otto per Mille Valdese” on every communication materials produced in the framework of the project. An official communication to request the logo must be submitted to the Office on penalty of forfeiture of the grant.

For further information, please refer to the document “Visibility”, which can be downloaded from the website www.ottopermillevaldese.org.

6. Contacts

The Otto per Mille Office is available for assistance from Monday to Friday, from 9:00 am to 1:00 pm and from 2:00 pm to 5:00 pm.

For information about the eligibility of the Organisation and the eligibility of the project:

e-mail: 8xmille@chiesavaldese.org

Tel.: 0039 06 4815903 Dial 1 for Italian Projects and 2 for International Projects

For technical assistance on the use of the platform:

e-mail: opm.bando@chiesavaldese.org

Tel.: 0039 06 4815903 Dial 4