



otto
per
mille
CHIESA VALDESE

**General instructions on how to use
the JUNO platform**

Index

1. User registration and profile creation of an Organisation	4
1.1 Sharing code	4
1.2 User roles	4
2. Filling in the Organisation's Profile	5
3. Filling in a Request for Grant (RFG)	6
4. Submitting a Request for Grant (RFG) and Home page	7
5. Project structure and Budget Plan	7
5.1 Budget lines	8
5.2 Project coordination and overhead costs	9
6. Additional information	9
6.1 Fields of action	9
6.2 Area of implementation	10
6.3 Other financial backers	10

General instructions on how to use the JUNO platform

The key indications reported hereby outline how to register a user and to submit a Request for Grant (RFG) to the Otto per Mille of the Waldensian Church of Italy (Union of Methodist and Waldensian Churches) via the platform <https://juno.chiesavaldese.net>.

It is underlined that the following information is also found in the platform and that in case of doubts or unclear passages, you can contact the Otto per Mille Office for the necessary assistance.

The platform is activated in both Italian and English. You can select the desired language from the menu at the top right-hand side.

The system undergoes continuous development. New functions may be available in the following weeks; they will be notified when released.

The platform can be used with the most popular web browser in a recent version (at 19.11.2018, current versions are Chrome 70, Safari 12, Firefox 63, Internet Explorer 11, Opera 56). The screen of system access notifies the users when they are using an obsolete/not supported browser. System access is not hindered but the user experience could be, however, compromised and no assistance will be provided in the event of issues caused by continuing using that specific web browser. The list of supported browsers is subject to variations over time. Refer to the online information provided by the platform.

SUBMITTING A REQUEST FOR GRANT

To submit a Request for Grant (RFG), follow the step as indicated below:

- **User registration and profile creation of an Organisation**
- **Filling in of the Organisation's Profile**
- **Filling in of a Request for Grant(RFG)**

1. User registration and profile creation of an Organisation

1) To access the platform at the web address <https://juno.chiesavaldese.net>, the users should register by clicking on the link «**Sign up**» and provide the required data.

The password shall have a minimum length of 10 characters and include 1 capital letter, 1 number and 1 special character e.g. !,%,? etc..

2) Once the user registration is completed, you shall register the Organisation on behalf of which you intend to submit a Request for Grant. To do so, select «**Organisation's Profile**» in the menu on the left-hand side and click on the button at the top right-hand side «**Create New Organisation**».

3) If the Organisation you intend to submit the Request for Grant for is registered in the system, you can select its name from the list in the table and associate with it without proceeding to new registration. To associate with an Organisation, click on the button «**Associate**» and enter the Sharing Code in the field that is subsequently visualised.

1.1 Sharing code

The Sharing Code is a *shared key* that enables to associate more users with one Organisation. This way, those operating for the same Organisation shall register the Organisation only once and at the same time, submit a Request for Grant independently from one another.

The code may be generated by the system upon the user's request after completing the Organisation's Profile by clicking on the button «**Generate New Code**» in the Home.

The request for generating the Code is not required but strongly recommended given that without it other users cannot associate with the same Organisation and new registration of the same Organisation is not permitted by the Office.

The Sharing Code is always visible in the Home and can be changed at any time as a form of protection on the part of the Organisation. Changing the Code prevents new users from associating with the Organisation whose Code has been updated, the new Code renders the old Code unusable.

1.2 User roles

The users of an Organisation are divided into two categories: **User Administrator** and **User Editor**.

User Administrator registers the Organisation in the first place and has the following roles:

- to manage the Sharing Code, which allows the users who will register in a later stage to associate with the same Organisation;
- to edit/cancel the Editors of the various Requests for Grant who operate for the same Organisation.

To proceed to this second function, you should select «**Request for Grant**» from the menu on the left-hand side, a summary table of RFGs – both those in progress and those already submitted on behalf of the

Organisation, or even those submitted by colleagues - will be visualised.

Using the drop-down menu in the «**column Editor**», you can visualise all other users who submitted Requests for Grant on behalf of the Organisation and contextually edit the listed user names.

Note: The status of User Administrator can be changed only by the Otto per Mille Office but not by other users. Contact the Office when needed.

User Editor associates with a specific Organisation registered in the system through a Sharing Code and submit a Request for Grant on behalf of the Organisation. The User Editor can visualise all Requests for Grant submitted by the Organisation and edit/cancel/submit only the RFGs he/she has prepared or has been subsequently assigned. The role of a specific User Editor can be cancelled by the User Administrator since the very moment he/she created a Request for Grant (RFG).

2. Filling in the Organisation's Profile

Filling in the Organisation's Profile is the second mandatory step before switching to filling in and submitting a Request for Grant (RFG).

In this section organised in 12 pages you can enter the data relating to the identity, mission, internal organisation and main activities carried out by the Organisation.

You can upload the mandatory annexes in the last page, as follows:

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

Only files in PDF format can be uploaded (every file must have a maximum size of 10 MB).

The Organisation's Profile should be filled in only when registering the Organisation. The information entered will be stored in the platform and automatically retrieved when filling in new Request for Grant (RFG). On the occasion of a new call for proposal, you shall only update the budgetary documents and the related acts of approval.

The data entered in the Organisation's Profile must be kept updated, even when no call for proposal is open. In the event you need to edit the Organisation's Profile while you are filling in a new Request for Grant (RFG), the edited data will not be automatically reported in the RFG in progress and previously created, rather it will be visible only in the RFGs created after clicking on Save. In the event you need to edit relevant data, you are advised to cancel the Request for Grant not yet submitted and create a new one.

The Organisation's Profile is introduced by a section outlining how to fill in the online form, which is identified by the symbol ⓘ. On the right-hand side of each of the 12 pages composing the section, you find specific instructions.

3. Filling in a Request for Grant (RFG)

Once the Organisation's Profile has been completed and verified, a Request for Grant (RFG) can be created and filled in by selecting «**Requests for Grant**» in the menu at the top left-hand side and clicking on the button «**Create new Request**».

The Request for Grant is divided into two sections:

- **Section Organisation:** information about the key management and organisational aspects of the applicant Organisation is acquired;
- **Section Project:** data and information about the type of action the grant is applied for are entered.

Every section is organised in 12 pages and reports specific instructions on how to fill in the data.

The system enables to partially fill in and complete the Organisation's Profile in a later stage.

All the data entered and successfully saved by clicking on "Save" at the bottom of each page will be stored and made visible the next time you log in.

Section Organisation

Profile. Only some of the fields e.g. bank account details, can be edited at this stage. Those who wish to provide further information about their internal organisation can do so in the last page where they can upload additional annexes together with those automatically required by the system in the Organisation's Profile.

The Section Project can be filled in only after the Section Organisation has been filled in, verified and closed. It is worth noting that once the Section Organisation is completed, no corrections can be made, so in case of errors, you will need to cancel the Request for Grant and create a new one.

Section Project

As already mentioned, the Section Project becomes active only after the Section Organisation is correctly completed. Beforehand it can only be visualised and not filled in. In this section, you can provide comprehensive information about the project for which you intend to apply for a Request for Grant, as well as the reference context, the type of action you wish to implement, the beneficiaries, the partners and the budget plan.

In the last page, the following documents must be uploaded:

- Bylaws and/or other document suitable to define the mission of the Partner
- Letter of intent of the Partner and/or other involved bodies
- Property deed on a building/land in case of renovation/construction

Every document can be uploaded in PDF format only in the related window automatically generated according to the number of partners and any other body involved in the project whose data is entered when filling in the online form.

4. Submitting a Request for Grant (RFG) and Home page

To submit a Request for Grant (RFG), you need:

- To verify that the data is correctly filled in by clicking on the button «**VERIFY**». The fields not correctly filled in will be notified by the system.
- To print the Request for Grant (RFG) by clicking on the button «**PRINT**».
- To submit the Request for Grant (RFG) by clicking on the button «**SUBMIT REQUEST**».

Note: This operation transmits the request to the Office. You will be no longer allowed to edit or cancel the RFG after this stage

You can print a copy of the submitted Request for Grant (RFG) any time you access the system.

If the grant is approved, a signed copy must be sent to the Office.

Users can visualise the following by clicking on «**Home**»:

- Requests for Grant in progress: RFGs being filled in and not yet submitted to the Office. They can be edited/cancelled by the user at any time by using the ad-hoc buttons in the column “Actions”.
- Requests for Grant submitted: RFGs submitted to the Office and no longer editable. They can only be visualised.
- Ongoing projects: this information is currently not available in the system but you will be able to consult also the status of the ongoing projects in the near future.

By selecting «**List of Requests for Grant**» the users can visualise not only the main data of each RFG but also the contact person for each of them.

The User Administrator can change the User Editor when accessing this page, as indicated in the paragraph **User roles**.

5. Project structure and Budget Plan

The platform enables to organise the project into “Actions”.

In the field dedicated to the project description, you can describe the various actions of the project; the Budget Plan can be structured in the same way.

By clicking on the button «**Create new action**» a new table opens every time, which allows to calculate the specific costs of each action. The Budget Plan can be made of as many tables as the number of actions the project intends to conduct, and every table can be named after the title of the corresponding action. The projects that are not very complex by their own nature can be submitted as a single action at both level of narrative description and budget plan.

5.1 Budget lines

The Budget Plan is organised into **7 Budget Lines** gathering all the costs that in general, are envisaged by a project.

1. Human resources
2. Travels and subsistence
3. Services
4. Training
5. Equipment and materials
6. Acquisition, construction and renovation of immovable properties
7. Communication and visibility

In every budget line, you need to list individual budget items composing it, which will vary according to the type of proposed project.

The amount of each single budget item is automatically calculated by the system as soon as the required information is entered in the table, namely:

Type: indicate the type of cost referred to.

e.g. physician, educator, psychologist, flight ticket, food kits, medications, etc.

Unit of measurement: indicate how the budget item is calculated.

e.g. day, month, hour, packaging, one way and return, etc.. Use the indication of forfeit for all those costs for which no unit of measurement can be indicated.

Unit cost: report the cost of every single unit of measurement identified.

e.g. cost of monthly salary, cost of a food kit, hourly labour rate of a social assistant, cost per package of medications, cost of return flight ticket, etc..

Number of units: indicate the number of units of measurement for which you intend to calculate the total cost. Use the indication of forfeit for all those costs, which cannot be expressed, by their own nature, by a specific unit of measurement.

e.g. three-month salary, hire of vehicle per week, cost of operator for 50 hours, etc..

Once all this information has been entered, indicate how the **total cost of each budget item is distributed among the Organisation's own funds, any financial backers and the Otto per Mille funding.**

All the columns are mandatory and must be valorised. Even if the amount equals zero, the figure zero must be reported in the corresponding box.

e.g. If the cost indicated in one of the items is to be totally charged to the Otto per Mille funding, the figure zero should always be reported in the respective field of Own Funds and/or other Financial Backers.

5.2 Project coordination and overhead costs

The costs relating to the project coordination expenditure can be reported in an *ad-hoc* action or distributed among the project actions.

A maximum share of 5% can be required for the **overhead costs**. This ceiling shall incorporate costs of general functioning of the structure that are only indirectly related to the project, such as office rental, bills, secretarial costs, general equipment, costs of accountant, postal/bank charges, cleaning services, insurance on buildings, etc...

6. Additional information

6.1 Fields of action

The system enables to select the specific field of action of the project by using a dedicated menu. More details on the fields of action are outlined in paragraph 2 of the Guidelines on submitting Requests for Grant.

Italian Projects

Reception and inclusion of refugees and migrants

The elderly

Cultural activities

Contrast to poverty, social distress and job insecurity

Citizenship Education

Healthcare and health protection

Improvement of the life conditions of people with disabilities

Prevention and fight against gender violence

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

Rehabilitation and inclusion of prisoners and ex-prisoners

Environmental protection

International Projects

Access to water and hygiene

Education

Vocational training and income-generating activities

Healthcare and health protection

Fight against malnutrition

Empowerment of women and gender equality

Participation, dialogue, governance and human rights

Protection of children

Environmental protection

Rural Development and Food Self-sufficiency

Humanitarian aid in emergency situations

6.2 Area of implementation

The system requires to identify the area of project implementation with the indication of both the country (Italy or other), and the sites (places) where the activities will be performed.

Concerning the projects implemented in two or more countries, you can select more options from the drop-down menu, however you are required to indicate the country where the action will be primarily carried out, namely the most relevant in the scope of the project.

Also the sites where the activities will be carried out can be more than one according to the nature of the action. The system requires to indicate the exact address and coordinates when possible.

6.3 Other financial backers

When defining the budget, other financial backers of the project can be indicated.

You can enter both the funding already allocated by other financing bodies (in this case, you are advised to enclose the related documentation in the field "Other project annexes") and other funding applied for but whose approval is still pending.

In case of approval by other financing bodies, you are recommended to transmit the official communication of the approved funding to the Office, so as to be able to update the Request for Grant (RFG) even after the closing of the call.

The new documentation will provide further elements to comprehensively evaluate the project.

Contacts

For assistance on the use of the platform:

e-mail: opm.bando@chiesavaldese.org

Tel.: 0039 06 4815903 Dial 4

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