



THE
LUTHERAN
WORLD
FEDERATION

A Communion
of Churches

Annex – Eligibility criteria and further details for project applications (September 2023)

I. Call for proposals – long-term projects

We are calling for **new** member church projects starting in 2025, running a maximum of three years. Applications for **project extensions** for projects currently in their first cycle which finish in 2024 can be submitted for another three years maximum, starting again in 2025 and finishing latest in 2027. Projects are not automatically extended and must apply for a new cycle.

Deadline for applications: Monday, 08 January 2024

The following **eligibility criteria** apply to long-term grants:

- **Eligibility of project holder:**
 - Any LWF member church, national committee, regional expression or related diaconal institution is eligible to apply.
 - Only one application per church (entity) may be submitted.
- **New projects and extensions**
 - We are looking for **new projects**, which address a strategic priority of the member church. This means that the projects are not a continuation of a current project by the same project holder with no or only small changes to the previous application. New projects have a focus on needs and objectives different from current projects.
 - Current projects **can only be extended once**. Projects that can be extended have the letter 'a' in their project code (e.g. PMXX3a). Typically, these projects started for the first time in 2022 and finish in 2024.
 - The new phase must fulfil the following conditions:
 - Relevance: objectives build up on the achievements of the previous phase and/or activities are scaled up to new geographical areas and target groups or adapted to changing context as needed
 - Sustainability: the new phase strengthens the achievements of the previous phase to ensure that the positive change will last after the project has ended
And if possible have
 - Increasing financial ownership: the budget must reflect a progressive reduction of the LWF share and a consequent increase of the project own contribution and/or third-party contribution in order to set the basis for LWF funding withdrawal

- **Eligibility of project concept:** The project concept has to show a clear link between the identified needs and the proposed activities. Projects should aim at:
 - Deepening the participation of churches in holistic mission, i.e., proclamation, diakonia and advocacy.
 - Strengthening churches' presence in the public space and their local witness by addressing important needs of congregations and the wider community.
- **Maximum amount requested to LWF:** EUR 150,000 over three years, max EUR 50,000 per year. (Please keep in mind that in practice funding amounts will often not reach 50,000 per year.)
- **Project duration:** Up to 3 years for new projects.
- **Own contribution:** Project holders must contribute at least 5% of the total budget of the project. Contributions in kind can be accepted to show commitment if the financial contribution is not possible.

The following **screening and approval criteria** apply to eligible applications received from churches:

- The application must:
 - Be fully completed including budget; church endorsement and church profile;
 - Identify and analyze clearly the needs to which the project is responding;
 - Demonstrate convincingly the relevance of the project's objectives and activities in relation to the expressed needs;
 - Demonstrate clearly how the project will achieve sustainability;
 - Outline a coherent approach and reflect meaningful stakeholders' involvement; in particular of youth and women;
 - Show that the scope of the project's objectives and activities in relation to the budget and the capacities of the applicant is realistic.
- The application process will be **competitive** taking into account the identified needs and how clearly the proposal demonstrates compliance with the above criteria.
- For fairness reasons member churches or related diaconal institutions that do not have a current project will be prioritized.

II. How to apply

Project applications must be submitted via our online portal at the following address: https://webportalapp.com/sp/login/lwf_pcmprogram_en. User guidelines are attached.

You can send an e-mail to dtmjprojects@lutheranworld.org if you have any issues with the platform and need support. The member church projects coordination team is there to answer your questions and to help.

III. Join us for project design workshops

In November online workshops will take place to support applicants who work on their project application. Workshops will focus on project design logic (from need to intervention), which best practices to keep in mind (e.g. being consultative, cross cutting issues like intergenerational justice (inclusion of youth) and gender justice), as well as on designing meaningful indicators. There will also be explanations on how to get the formal requirements of the application process right.

More information will be communicated in due course. In the meantime, please save the following dates if you are interested:

- for English: Tuesday November 7, 2023, AM Central European Time
- for French: Wednesday November 8, 2023, AM Central European Time
- for Spanish: Thursday November 9, 2023, PM Central European Time

The estimated duration of the workshop is 4.5 hours.