

## **Step-by-Step Guidance on How to Complete the Application Form for LWF Scholarships**

### **Human and Institutional Capacity Development (HICD) for LWF Member Churches**

*Please read this information carefully before completing the application form.*

#### General Information

- Each church may submit up to 5 applications on or before 1 October. Applications should be sent as a scan to [scholarships@lutheranworld.org](mailto:scholarships@lutheranworld.org); the hard copies should be sent to the address indicated above.
- Only complete applications including all relevant information and attachments will be considered.
- Application forms are provided and may be completed in English, German, French or Spanish.
- The fields of the application form should be filled in electronically with Microsoft Office Word. Signatures and church stamps are to be added manually after printing. It is possible to complete the form in clear and legible handwriting if there is no other option.
- The form consists of 5 different parts:
  1. Summary of Basic Information (p. 1)
  2. Church Endorsement (pp. 1-2)
  3. Endorsement by the Candidate's Congregation (p. 3)
  4. Information about the Candidate and Proposed Study/Training (pp. 3-8)
  5. Attachments (p. 8)
- Parts 1 and 2 are to be filled in by the head office of the church; part 3 by the pastor of the candidate's congregation; parts 4 and 5 by the candidate.
- In case of a group scholarship, parts 1 and 2 need to be completed only once for all group members by the church's head office. A group scholarship application is considered as one application. Each member of the group has to complete parts 4 and 5 and needs endorsement by the congregational pastor (part 3). Important: The estimated costs on p. 7, section 4.8, must be the same for all group members!
- Important: The church is supposed to cross-check the candidates' applications (particularly the cost breakdown on p. 7) and assist them in completing the forms!

#### Step-by-Step Guidance

##### Part 1: Summary of Basic Information (to be completed by the head office of the church)

- **Field of Study/Training:** Write down the exact name of the proposed study program. If you apply for a short-term scholarship, indicate the name of the proposed training course, workshop, exchange program or research project.
- **Area of Training Need:** Indicate whether the proposed training area is theology or diakonia/development. In case of diakonia/development, the study or training program has to have a clear development relevance. Fields of study may include health, human rights, education, development, environmental management, sustainability, gender, etc.

- Level of Study/Training: Other levels may include diplomas, certificates, etc.

#### Part 2: Church Endorsement (to be completed by the head office of the church)

- 2.1: Demonstrate convincingly why the proposed training is needed by the church, and how the candidate will serve the church and society afterwards. In case of a diakonia/development scholarship, the future position must have clear development relevance.
- 2.2: If your church does not (yet) have a human resources development committee or board, tick "NO".
- 2.3: If more than one application are submitted, indicate priority for each candidate (1 means highest, 5 means lowest priority).
- 2.4: If the candidate is proposed for scholarships to any other organization (e.g. ELCA), you are required to indicate the state of the application. No double-funding is permitted.
- 2.5: We strongly encourage churches to provide some financial assistance to the endorsed candidates. Even a small amount per month demonstrates ownership and commitment of the church.

#### Part 3: Endorsement by the Candidate's Congregation (to be completed by the pastor of the candidate's congregation)

- 3.1: The endorsement by the candidate's pastor serves as a letter of reference for the candidate. LWF/DMD does not request additional letters of reference. It is important that a fair and honest evaluation of the candidate's character and abilities is given.

#### Part 4: Information about the Candidate and Proposed Study/Training (to be completed by the candidate)

- 4.1: Personal Information
  - Photo: Attach a recent photo to your application. If you complete the form in Word, you may insert one electronically: Open the image that you want to insert. Right-click on it and select "copy". Then go to the application form, right-click in the image frame and select "paste". Your photo is now in the form, but probably still too big so that it does not fit the frame. To make it smaller, click on the image, move your cursor to the top left corner (until a small arrow appears) and pull it downwards to the right until it fits the frame.
  - Number of children: If you have children, indicate their number and years of birth.
  - Family Policy: You may request additional support for each of your children below the age of 12 during your scholarship period by ticking the "YES" box.
- 4.3: Educational Background
  - Secondary School Education: Start with the most recent school. Attach copies of all listed diplomas or qualifications!
  - Higher Education: If you have a higher education background, list all university or college degrees, starting with the most recent. Attach copies of all listed certificates!
- 4.4: Professional Experience
  - List your previous jobs and positions, particularly the ones relevant for the field of training you are proposing. Start with the most recent and/or your current position.
- 4.5: Language Skills
  - List the languages you know and indicate your level of proficiency. In the first row, indicate your mother language.
- 4.6: Engagement in Church and Motivation
  - This is an important part of your application! The first question points to your current engagement in church and society, the second to your future plans.
- 4.7: Information About Proposed Study/Training

- Field of Study/Training: Write down the exact name of your proposed study program. If you apply for a short-term scholarship, indicate the name of the proposed training course, workshop, exchange program or research project.
- Place of Study/Training: If you have not been admitted to any study or training institution yet, indicate the name and place of your preferred institution. In case you are not admitted after scholarship approval, it is no problem to change the institution if the field of study or training remains the same or similar.
- If you have been admitted for a study or training program, attach a copy of the official admission or acceptance letter.
- 4.8: Costs of Proposed Study/Training Program
  - It is very important to fully complete this part of your application! It is your responsibility to submit an accurate budget proposal. If you need assistance, ask your church for help. LWF/DMD may make adjustments in your budget after approval.
  - If you apply for a regular scholarship, list all expected costs per year. If you apply for a short-term scholarship for a training course, workshop, exchange program or research project, list all expected costs for the full duration of your training (no matter if the proposed training only lasts few weeks or full six months).
  - The first two amounts which are to be filled in (tuition fee and other study-related fees) should be taken from the official fee structure of the study institution which is to be attached to the application. If you apply for a short-term scholarship, indicate the full costs of the proposed program and attach supporting documents from the proposed institution or organization.
  - Indicate additional expected costs for the listed cost items in the table: Accommodation (including utilities such as electricity, water etc.), food, local transportation and international travel (if you plan to study abroad). List all expected costs, not taking into account possible contributions from your church or yourself.
  - You may list additional cost items if needed.
- 4.9: Financial Situation of the Candidate
  - If you apply for a scholarship to any other organization, you are required to inform LWF/DMD about the state of your application. No double-funding is permitted.
  - Indicate if and how much you are able to contribute (possibly with the support of your parents or spouse) towards covering the costs of the proposed study or training.
- 4.10: Declaration
  - Read the declaration carefully and sign the application form manually after printing.

#### Part 5: Attachments (to be completed by the candidate)

- Only applications including required attachments are being considered!
- The following attachments are mandatory for all candidates:
  - Copy of passport, ID or birth certificate;
  - Copy of secondary school certificate/s;
  - Copy of university/college certificates and transcripts (if applicable).
- The following attachment is mandatory if you have been admitted to your study or training institution:
  - Admission/acceptance letter by the proposed study/training institution.
- The following attachment is mandatory if you apply for a regular scholarship:
  - Official fee structure by the proposed study institution.
- The following attachment is mandatory if you apply for a short-term scholarship:
  - Document by the proposed training institution indicating costs and background/purpose of the program.
- You may attach additional documents such as letters of recommendation, additional certificates, additional information about the proposed study or training program, etc.