

**The Lutheran World Federation**

P.O. Box 2100

CH-1211 Geneva 2

Switzerland

rrfprojects@lutheranworld.org

**COVID-19 Rapid Response Fund**

**Application for LWF Member Church Project 2020**

*Please fill in grey fields only. Use the Tab button to move to the next field.*

*Max. 3 pages. Only complete applications will be accepted.*

|  |
| --- |
| 1. **Summary of basic information**
 |
| **Name of the Project:** |       |
| **Applying Church(es)/Institution(s):** |       |
| **Contact Person:** |       |       |
|  | *First name* | *Last name* |
|  |       |       |       |
|  | *Email* | *Telephone* | *Skype* |
| **Name of Endorsing Church(es):** |       |
| **Total Amount Requested to the LWF for the entire project:** | **EUR:**       (maximum 5,000 EUR for 2020) |
| **Have you applied for any other COVID-19 specific grants? If yes, please provide details:** |       |
|  |  |  |
| 1. **Project background and purpose**
 |
| **Explain the specific COVID-19 related problems and needs which the project aims to address. Summarize what the project aims to achieve.** |
|       |
|  |
| 1. **Target group**
 |
| **Describe the target group/beneficiaries. Be specific, provide numbers and disaggregate by age and gender, if possible.**  |
|       |
|  |
| 1. **Project Objectives and Activities**
 |
| **Describe** **in concrete terms what the project intends to achieve within its implementation period (max. 3 objectives). For each objective, describe the main (max. 3) activities contributing to its achievement.**  |
| **Project goal** *(Long-term objective to which the project makes a contribution)*      |
| **Objectives***Be S.M.A.R.T.[[1]](#footnote-2), bring the subject of change to the front, set clear targets and time frames[[2]](#footnote-3)* | **Activities:***For each activity, define its duration, recurrence, the number of beneficiaries, be specific[[3]](#footnote-4)* |
| **Objective 1)**       | **Activity 1.1**      **Activity 1.2**      **Activity 1.3**       |
| **Objective 2)**       | **Activity 2.1**      **Activity 2.2**      **Activity 2.3**       |
| **Objective 3)**       | **Activity 3.1**      **Activity 3.2**      **Activity 3.3**       |

|  |
| --- |
| 1. **Project coordination and implementation**
 |
| **Describe who will coordinate the project and who will be involved in its implementation.**  |
|       |
|  |
| 1. **Financial plan and budget**
 |
| **You can use this space to provide more details about the budget of the project.** |
|       |

|  |  |
| --- | --- |
| **List of attachments** | * Annex 1 - LWF-DTMJ COVID-19 RRF budget format 2020
* Endorsement letter by LWF Member Church
 |

1. Specific, Measurable, Achievable, Realistic and Timebound [↑](#footnote-ref-2)
2. Example: 250 members of a specific community can protect themselves and their families from COVID-19 [↑](#footnote-ref-3)
3. Example: Organize 3 one day awareness raising trainings for 35 people on how to prevent spreading the COVID-19 disease [↑](#footnote-ref-4)