

APPLICATION GUIDELINES.

Hello,

great to know that you are interested in us as a supporter and partner for your project. To make the application process as swift as possible, we have created this document to guide you through the application process step by step. Please read this carefully while filling out the application as it helps you understand our rationale behind most questions.

We are looking forward to reading your finished proposal.

1. General Information

This is the administrative section of the proposal. Please make sure that everything is filled out correctly.

2. Organisation

- 2.1. The organigram shows us how your organisation is structured, how management structures are implemented and how many people are part of it. If you do not have an organigram feel free to write the structures down for us.
- 2.2. Please provide a short description of your organisation. This section might be used later when we introduce your project to our advisory board, so please make sure that it is precise and concise.
- 2.3. The organisational budget describes all financial means available to your organisation in the last two financial years. We just want to gage the size of your organisation for a better understanding on how you operate.
- 2.4. Please list your previously implemented projects: The name of the project, the year of implementation, the amount budgeted for it, and who funded it. This allows us to understand the organisational experience and capacity. If you have not yet been funded for projects but you do have experience, please attach a separate sheet explaining how your organisation contains the experience necessary to implement your project successfully.
- 2.5. Here, you describe one of the previously implemented projects in detail. What did you do, how did you do it and what was the outcome?

3. Project

- 3.1. Where is the project going to be implemented?
- 3.2. Who is meant to benefit from your proposed project primarily? For example, women, children, unemployed youth etc.
- 3.3. How many people are going to benefit from your initiative? Direct beneficiaries usually describe the participants themselves, whereby indirect beneficiaries are those who are going to draw benefits indirectly through participating family members for example or a community, that gets better access to quality nutrition or some kind of service, would also count as an indirect beneficiary. A well-researched estimate helps define the scope of the project and its potential impact, and helps to monitor and evaluate the project's progress during the interim report after 6 months. This being said, the number remains an estimate.

- 3.4. How many years is the project planned for, if the project duration is longer than our maximum support of three years, please explain the wider circumstances.
- 3.5. Please describe your project in short, concise paragraphs. This section may be used for summary purposes. It should include what the project aims to achieve, how this is planned to be achieved and who the beneficiaries are.
- 3.6. Please use this section to clearly describe your project in detail. Please set the scene and give us the background necessary to understand the context in which you act. Include the wider regional, social and economic context. Not only facts & figures, but also your direct experience of the context in your own words helps us understand the everyday world you live in.
- 3.7. Please list the total project costs and the amount of money you would like to have covered by the Lemonaid & ChariTea Foundation.
- 3.8. Please list contributing partners in detail by name and amount. If partners are offering in kind contributions, please also describe these in detail.

4. Impact Measurement

- 4.1. Monitoring and evaluation are not only important for purposes of reporting but also can be a useful and often essential part of project management. If you already have a system in place, please either attach your monitoring plan, or describe in detail how you implement your system. If you do not have a system in place, please describe how you are planning on measuring if your project goals are achieved.
- 4.2. What change processes do you want to contribute to, or which change processes do intend to initiate.
- 4.3. Here we would like you to list at least 5 overall project goals. Please frame them into a result-based goal. For example, if you would like to ensure that 100 farmers can farm organically, you would state '100 farmers are able to farm organically'.
 - + Indicators: You then develop indicators that allow you to measure whether or not you are achieving the desired goal. For example, indicator 1 says 'all 100 farmers have access to the necessary tools to farm organically'; indicator 2 says 'all 100 farmers have excluded the use of pesticides and are using an alternative'. Please develop at least 2 indicators per goal.
 - + Baseline: To understand where you are going and if you are successful its important to know where you are coming from. Please provide us with data or any form of information regarding your status quo. In some cases, you might have done a study at some point. For example: If you are about to engage on an agricultural training to increase organic farming in your community, you might know that currently 8 farmers out of 20 are farming with organic methods. 8 would then be your baseline. If your goal is to get 20 farmers to farm organically you would have a clear vision of where you need to get to.
- 4.4. Please list all activities that you are going to be implementing. Please make sure that 1) each activity is costed and corresponds with your financial plan and most importantly that 2) each activity is allocated towards a goal.

5. Sustainability/Risks

- 5.1. We would like to know how far the sustainability of the project has been included in the planning stage.
- 5.2. If this has not been a topic yet in your organisation that is fine. We would like to know if there a plan for what happens once the funding cycle has finished? How do you know that your initiative will have a lasting impact? Sometimes a sustainability strategy can interlink with a fundraising strategy. Further, we understand that sustainability can be thought of in a variety of ways. Here we are interested in finding out how you include sustainability thinking in your own unique context.
- 5.3. We would like to understand in which ways you have assessed the risks and challenges of your project. Looking ahead what can you already identify as a potential threat or challenge, and what can you put in place now to avoid this risk of materialising? Of course, not all challenges are obvious yet, but sound planning ahead might mitigate some of them.

6. Other Information

- 6.1. How did you find out about this proposal, where did you come across it?
What prompted you to apply?
- 6.2. If you are currently already active on social media, please share your @names with us so that we can share with you and promote you via ours.

7. Bank Account

Please state your organisations banking details. Please provide all the details we need for an international transfer. If you are not sure, please get in contact with your bank.

8. Consent Form

In order to complete your application please make sure to tick all the boxes and sign the document.

9. Document checklist

Please make sure to send in all documentation and consequently, to tick all the boxes in order to make sure that your application is complete.

After having crossed off all document checklist boxes on the project application form, please send all documentation to projects@lemonaid-charitea-ev.org. You will receive a notification, that we have received your project application, and we will remain in touch.

Kind regards,

The Lemonaid & ChariTea Foundation

P.S.: Please find a list of frequently asked questions (FAQ) below.

FREQUENTLY ASKED QUESTIONS

1. Which costs can be covered?

In general, the Lemonaid & ChariTea Foundation will cover almost all types of costs. This includes, for example, expenditure on materials, marketing costs, running costs (expenditure on transport and material) survey and evaluation costs, and project-related staff costs.

2. Who decides whether my project will be funded?

The awarding of project funds is decided by the Foundation's advisory board, together with the directors of the organisation.

3. Where should I send my project proposal?

Please send your completed project proposal including all the documents via email to the following address: projects@lemonaid-charitea-ev.org

4. What happens with my project proposal at the Foundation?

First, we set up a pre-evaluation meeting in which we discuss core aspects of each project proposal received. We will try to understand each proposal as well as we can, and we will decide which proposals should be discussed at the advisory board meeting. Where necessary, external advisors are asked to give their expert opinion.

Then, we will have an advisory board meeting, where each proposal is discussed and we continue to deepen our understanding of the proposals. This meeting will take up to two days in order to decide: 1. If we want to fund the project, and will write you to organise a project visit; 2. we still have further questions, and will contact you to clarify those question and 3. we do not want to fund the project this time and will contact you to inform you about our decision.

The final decision to fund is made only after we have visited you. Therefore, the process from application deadline to start of funding may take up to six months.

5. In case of positive grant notification, what are the conditions for being funded?

Projects that are granted funding are asked to prepare reports on half a year basis (interim report after half a year, final report after a year and final project report after the end of the project, see also reporting guidelines). The template for this will be sent to you by the Lemonaid & ChariTea Foundation.

6. What happens to funds granted but not spent?

Funds not used or not required for the project must be paid back to the Lemonaid & ChariTea Foundation within four weeks.

7. Is it possible to submit multiple proposals to the Lemonaid & ChariTea Foundation?

As long as the project(s) are in line with the statutes of the Lemonaid & ChariTea Foundation and meet the criteria for funding, it is possible to submit several proposals from one organisation as long as they are separable in terms of content and administration.

8. Does the Lemonaid & ChariTea Foundation fund organisations from Germany?

Yes, as long as the organisation is implementing the project in Mexico, Argentina, Paraguay, Sri Lanka, India, South Africa or Ruanda.

9. Which documents need to be submitted?

1. Completed project application form
2. Completed financial plan
3. a. Foundation documents
b. tax certificate
c. charitable purpose certificate.
4. A photo representing the project
5. Logo of the applicant

10. What if the project/organisation has no access to Excel?

If the project/organisation has no access to Excel, we can provide a simplified version of the financial plan. This is only possible for grants less than 25.000€.

11. How do I fill out the budget plan when I am only asking for a year's funding?

If you are only asking for funding for a one-year period, just fill out the overall financial plan and the budget plan for Year 1 and simply ignore the rest.

12. What happens if funds from other sources, which form part of the budget, do not materialise or are not granted after all?

If this happens, please inform the Lemonaid & ChariTea Foundation immediately, so we can evaluate the situation and create a new budget.

13. What happens if a project is not completed within the agreed time frame?

If a project is not completed within the agreed time frame, a request for an extension, including an explanation as to why this is necessary, must be submitted to the Lemonaid & ChariTea Foundation. This must be sent at least four weeks before the end of the relevant period.