



**World Council
of Churches**

WCC Scholarships

An opportunity to empower churches...

Group Training Scholarships

Application Pack

- ***Criteria and General Conditions***
- ***Application Form***
- ***Budget Form***

Applications should be mailed to:

Scholarships Office
Justice, Diakonia and Responsibility for Creation
World Council of Churches
150 Route de Ferney
P. O. Box 2100
CH - 1211 Geneva 2

Or:

scholarships@wcc-coe.org

Criteria

- ❑ Applications may be submitted by WCC member churches directly to the Scholarships Office.
- ❑ Applications submitted by National Councils, Regional ecumenical organisations or other community based organisations working in an ecumenical context must be accompanied by a Letter of Recommendation from a WCC member church printed on its official Letterhead detailing the following:
 - Status of the Organisation in relation to the WCC member church.
 - Description of the ecumenical nature of work conducted by the organisation and degree of cooperation/collaboration with WCC member church.
 - Description of the expected outcomes of training for the wider community and specifically for the WCC member church.
- ❑ All applications must be submitted for training in the fields of diakonia and/or development related ministries. Diakonia and/or development related ministries is an essential character of being faithful disciples of Christ in the context of the local community. It is an intrinsic component of the ecumenical vision for promoting just and sustainable communities in which people's participation is a leading principle. The Group Training Scholarships exist to enhance and further strengthen this people's participation in community development and transformation through the diakonia and/or development related ministries of the churches and church-related organisations as they bear witness to the Gospel of Life granted to the world through Jesus Christ by God.
- ❑ Training is for groups made up of women and men, lay and ordained, whose further education and training is required for future service in their church, church related organisation and communities. Equal access to training for female and male candidates must be respected.
- ❑ Participants of the training must currently be involved in the work of the institution/organisation submitting the application or in an affiliated/associated institution/organisation.
- ❑ Participants of the training should ideally bring in some previous work experience and be committed to act as multipliers in a context where the acquired knowledge and skills can be transmitted to others.
- ❑ Applications must stipulate their intended goals, methodology and related outputs in a specific manner accompanied by a budget reflecting the adequate related costs.
- ❑ The training should take place within a twelve (12) month period upon signing of the Partnership Agreement with the WCC and the transfer of the first instalment of the scholarships award.
- ❑ All responsibility for providing appropriate follow up to the training lies with the institution/organisation submitting the application.

General Conditions

- ❑ Applications must be submitted using the forms provided by the WCC. Forms are available in English, French and Spanish on the WCC website at <http://www.oikoumene.org/en/programmes/justice-diakonia-and-responsibility-for-creation.html>.
- ❑ All applications must provide full information and include a detailed budget that accurately reflects the estimated cost of the activities described. Applications that are incomplete will not be considered. Applicants are required to provide any additional information related to their application as requested by the WCC Scholarships Office. It is the responsibility of the applicant to ensure proper channels of communications are maintained throughout the application process.
- ❑ The maximum amount awarded for a single application shall not normally exceed CHF 20,000. The WCC reserves the right to determine the final amount to be awarded to an applicant.
- ❑ It is recommended that the institution/organisation submitting the application include details of a financial or in-kind contribution to the proposed training as part of the application.
- ❑ Applications should provide details of the total financial requirements of the training with indications of other sources of income where appropriate.
- ❑ Trainers' fees and essential teaching resources should normally not exceed 20% of the total budget, respectively.
- ❑ Successful applicants shall be required to sign a contractual Partnership Agreement with the WCC setting out the various conditions applying to the award.
- ❑ All funds will be remitted only to a bank account held in the name of the institution/organisation submitting the application.
- ❑ The disbursement of the scholarships will be carried out in two instalments. The first instalment comprising 80% of the total sum will be sent upon receipt of the signed Partnership Agreement. The second instalment comprising the remaining 20% will be transferred upon receipt of a final report, narrative and financial (including proof of expenditure) using the format designated by the WCC.
- ❑ Any institution/organisation applying for a subsequent award will be considered only on condition that a satisfactory narrative and financial report for any previous training has been submitted.
- ❑ No institution/organisation may apply for more than two (2) consecutive scholarships.
- ❑ All institutions/organisations that have been awarded scholarships must submit a narrative and financial report in accordance with the agreed format and timeline specified in the Partnership Agreement.
- ❑ The WCC may use the report and any accompanying photographs of the training for information, publicity and/or fundraising purposes after consultation with the institution/organisation on privacy matters and the protection of personal information.
- ❑ Applications must reach the Scholarships Office by no later than 30 April of each calendar year and will be considered on their individual merits in the light of available resources.

GROUP TRAINING APPLICATION FORM
(use the text boxes)

A. ORGANISATIONAL PROFILE

1. Organisational background

(Date when the organisation was formed, aim of the organisation, how the organisation is governed. If the organisation is legally registered, please give place and date and proof of registration. Number of paid staff and volunteers.)

2. Give information on church-relatedness and ecumenical involvement of your organisation. If you have no direct relationship, please provide a note from a member church of the WCC endorsing the application.

3. Please include brief information on the projects/activities and main results of your organisation to date.

4. Are other churches and partners directly involved in the project? If so, please give details. Please also list local and/or international organisations or networks with which your organisation cooperates.

5. Has your organisation received a group training scholarship from the WCC before?

Yes No

If yes, for which training and when?

B. CONTACT DETAILS

1. Name of requesting body

2. Name of the person responsible for the training

3. Address for correspondence (street no., city, country)

4. Telephone, and fax if available (including international and local codes)

5. E-mail address (Please ensure that the address is for an account which is regularly checked)

6. Website, if available

7. Banking details

a. bank name

b. bank address

c. name of account

d. account no.

e. IBAN or BIC/SWIFT Code

C. TRAINING DESCRIPTION

1. Describe the capacity building needs that the group training will address, the training programme, details about the methodology, the way participants will be selected, a training calendar and other relevant details.

2. Group training dates

Length in days:

Starting date:

End date:

3. Place of training (venue and location)
(Please also explain why you have chosen the venue (is this a church-related venue?))

4. From what denominations will the participants come from?

5. What is the gender breakdown of participants?

6. Who will carry out the training?

Please include as much detail as possible on aspects such as qualifications, expertise, etc..

9. Do you know of any other organisations carrying out similar training? What consultations have you had with them?

10. Describe what you want to happen as a result of the group training. How will you measure these changes?

11. Who will be involved in evaluating the group training and what will you do with your evaluation results?

I certify that all information given in this application is true and complete.

Name of Requesting Body:

Name of representative, position:

Signature:

Place and date:

Stamp (if applicable)