



An opportunity to empower the churches....

World Council of Churches

APPLICATION FORM - GROUP TRAINING



THIS APPLICATION FORM IS FOR GROUP TRAINING SCHOLARSHIPS

The WCC Scholarships Programme works to support the educational ministry of the churches and the whole ecumenical movement through the provision of theological and non-theological scholarships.

The aims of the Scholarships Programme are:

- To empower individuals and groups through education and training
- To build purposeful commitment to the worldwide ecumenical movement through study abroad in an intercultural context
- To enhance the work of the churches and communities on a local level

The strength of the programme lies in its ecumenical and global outreach, responding to a wide regional diversity in its member churches and church-related organisations.

There are two types of WCC Scholarships:

- Individual Scholarships: women and men, lay and ordained, normally under the age of forty-five whose further education and training is required for future service in their church or church-related organisation
- Groups: members of a group, who fulfil the same criteria as those applying individually for a scholarship, and who are multipliers in a context where the acquired knowledge and skills can be transmitted

Applications will be considered on their merits in the light of available resources. There are limited funds available and we are not always able to support all eligible applicants. The factors we will take into account in considering applications include:

- The relevance of the proposal to the scholarships programme's aims
- The incorporation of an ecumenical formation component to the training
- Whether the training proposed duplicates that of other groups/organisations in the same location/region
- The Requesting Body's track record in the type of work proposed (unless the Requesting Body is a new organisation)
- The Requesting Body's likely ability to deliver the proposed training
- The need for the funding
- Availability of alternative funding
- Whether the group training proposal has well defined objectives and performance measures
- Costs in relation to outputs
- Likelihood of contribution in kind/cash from Requesting Body

CRITERIA

- The Requesting Body has to be an existing church, ecumenical organisation or institution
- The Requesting Body is responsible to the WCC Scholarships Office in Geneva for implementation and accounting of the training project
- The duration of group education/training should have a minimum of four weeks (not necessarily consecutive)
- Participants have to work with churches or church-related organisations in grass-root activities and bring in some previous working experience
- Participants in the training should have the endorsement of a church or an ecumenical organisation
- Participants in the training should be multipliers transmitting acquired knowledge and skills
- Churches or church-related organisations endorsing participants for training should take responsibility to follow-up the activities the training was needed for
- Equal access to training for female and male candidates must be respected
- All education/training activities must include an ecumenical formation component

It is important that you correctly fill out all relevant parts in the application form and include all relevant documents listed below. Applications with incomplete documentation will not be considered for a scholarship.

The person submitting the WCC Scholarships application forms (e.g. National Correspondents) should check carefully that all parts have been answered and that the following are enclosed. Please send TWO application forms and appendices (one original and one photocopy) to Geneva.

Please remember that preliminary acknowledgement of application does not imply that an award will finally be made.

APPLICATION SUBMISSION DATES

The WCC Scholarships Working Group meets once a year in September. In order for applications to be checked and any additional information obtained, applications must reach Geneva by *30 June*.

PART A: TO BE COMPLETED BY THE REQUESTING BODY (WRITE IN CAPITAL LETTERS)

1. Name of Requesting Body
2. Legal nature of the Requesting Body (e.g. registered charity)
3. What is your address for mail? The scholarship application process can take up to a year. Please give an address where you can be contacted when a decision is reached. You may not be offered a scholarship if WCC cannot contact you. If you give a PO Box number, also provide a physical address that information can be couriered to.
4. Person we can contact about your application: What is this person's position in your Requesting Body?
5. Your telephone number(s): Your fax number: Your email address: Please ensure that the email address provided is for an account which you check regularly
6. Have you received a group training scholarship from the WCC before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what training and in what year(s)?
7. Name and summary of group training proposal Include the key capacity building needs that the group training will address.
8. Length of training, and starting date of group training for which funding is sought

<p>9. Place of training (venue and location) Please explain why you have chosen the venue (is this a church owned venue?)</p>	
<p>10. Total number of participants for group training</p>	<p>11. What is the target group for the group training (e.g. men, women, youth, church leaders etc)</p>
<p>12. From what denominations will the participants come from?</p>	<p>13. What is the gender breakdown of participants?</p>
<p>14. Who will carry out the training? Please include as much detail as possible.</p>	
<p>15. Describe what your training will deliver, setting out what you propose doing and when. For example: selection of participants, selection of trainers, phases of training etc. (Please give target and dates to be met)</p>	
<p>16. Do you know of any other organisations carrying out similar work? What consultations have you had with them?</p>	

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

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

Describe briefly your Requesting Body's

19. aims and objectives

20. main activities and recent achievements

21. structure

22. What is the geographical coverage of the Requesting Body as a whole?

**PART B: BUDGET FORM
TO BE COMPLETED BY THE REQUESTING BODY**

If a group training scholarship is awarded, our terms of award will set out the various conditions applying to the training, including the precise purpose of the training, the amount and period for the group training scholarship award, and arrangements for monitoring and reporting.

Standard conditions include the following:

- You must use the group training scholarship for the purpose for which it was awarded.
- After receiving our offer of a scholarship, you should notify us if you want to make any significant changes to the group training we approved. You should not go ahead with any changed activity before you have received our written approval for this change.
- The group training award is sent in two instalments. The first instalment (50%) on receipt of a signed Terms of Award. The second instalment (50%) after receipt of a final report including proof of expenditure for group training.

GROUP TRAINING BUDGET

**Part A: Group Training costs for participants
(Please note that pocket money is not permitted)**

<i>Costs</i>	<i>Per person (local currency)</i>	<i>Per person (USD)</i>	<i>No. of people</i>	<i>Total (USD)</i>
<i>Board and lodging</i>				
<i>Travel (domestic)</i>				

Part B: Group Training costs for trainers and resources

<i>Trainers fees</i>				
<i>Teaching resources</i>				
<i>Rental of venue for training</i>				

TOTAL COST USD:

Financial contribution to Group Training by Requesting Body in USD:

TOTAL COST less Requesting Body contribution USD:

PART C: DECLARATIONS TO BE COMPLETED BY THE REQUESTING BODY AND NATIONAL CORRESPONDENT

Declaration of Requesting Body:

To be completed and signed by the REQUESTING BODY

We confirm that the training programme is directly related to the needs of our organisation and constituencies.

We confirm that the training is ecumenical in orientation.

Name of Requesting Body representative: _____

Position: _____

Signature: _____

Date: _____

Declaration of the Ecumenical Scholarships Committee:

To be completed and signed by the NATIONAL CORRESPONDENT

The ecumenical scholarships committee has examined the application and attached documentation and is satisfied that they are complete, authentic and relate to the requesting body.

It is agreed to recommend the acceptance of the group training application.

Name of National Correspondent: _____

Signature: _____

Date: _____

Completed application forms for a WCC Group Training scholarship should be sent to:

Scholarships Programme
World Council of Churches
PO Box 2100
1211 Geneva 2
Switzerland