



Group Training Guidelines

1. Criteria

- 1.1 The duration of group education should have a minimum of four weeks.
- 1.2 Participants have to work with churches or church-related organisations in grass-root activities and bring in some working experience.
- 1.3 They need the endorsement of a church or an ecumenical organisation.
- 1.4 They should be multipliers transmitting acquired knowledge and skills.
- 1.5 Churches or organisations asking for education take responsibility to follow up the activities the training was needed for.
- 1.6 Equal access to training for female and male candidates must be respected.
- 1.7 All education activities must include an ecumenical orientation.

2. Group Training Application

- 2.1 The requesting body has to be an existing ecumenical organisation or institution.
- 2.2 The requesting body is responsible to WCC Scholarships Office in Geneva for applications, executing and accounting of the training project.
- 2.3 The training project has to be endorsed by the national scholarship committee.
- 2.4 Please use the following outline as a guide to your proposal narrative.
 - I. Organisation Information
 - II. Purpose of Grant
 - III. Evaluation

I. Organisation Information

- a. Brief summary of organisation history including the date your organisation was established.
- b. Brief summary of organisation mission and goals.
- c. Brief description of organisation's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organisation.
- d. Your organisation's relationship with other organisations working with similar missions. What is your organisation's role relative to these organisations?
- e. Number of board members, full time paid staff, part-time paid staff, and volunteers.

II. Purpose of Grant

Situation

- a. The opportunity, challenges, issue or need and the community that your proposal addresses.
- b. How that focus was determined and who was involved in that decision-making process.

Activities

- a. Overall goal(s) regarding the situation described above.
- b. Objectives or ways in which you will meet the goal(s).
- c. Specific activities for which you are seeking funding.
- d. Who will carry out those activities.
- e. Time frame in which this will take place.
- f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
- g. Long-term strategies (if applicable) for sustaining this effort.

III. Evaluation

- a. Please describe your criteria for success. What do you want to happen as a result of your activities?
- b. How will you measure these changes?
- c. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- d. What will you do with your evaluation results?

- 2.5 The application has to contain:
- Curriculum of the project;
 - Indications about working material;
 - Information about number of participants and their working position with church or church-related organisation, places of origin, travel costs;
 - Information about meeting place, costs of board and lodging, costs of trainers/trainers/teachers;
 - An overall budget for the training project.

- 2.6 The account has to include:
- Report on the training
 - Records on costs with receipts.