



THE
LUTHERAN
WORLD
FEDERATION

A Communion
of Churches

Annex – Eligibility criteria and further details for project applications (September 2024)

I. Call for proposals – long-term projects

We are calling for new member church projects starting in 2026, running for a maximum of three years.

Please be aware that ongoing projects will not be automatically extended. Thus, member churches who wish to continue their projects concluding in 2025 should apply for a second phase which may last until 2028 at the latest.

Deadline for applications: Wednesday, 08 January 2025

The following **eligibility criteria** apply to long-term grants:

- **Eligibility of project holder:**
 - Any LWF member church, national committee, regional expression or related diaconal institution is eligible to apply.
 - Each church (entity) may only submit one application.

- **Eligibility of new projects:**
 - Projects should aim at:
 - Addressing strategic priorities of the member churches;
 - Deepening the participation of churches in holistic mission, i.e. proclamation, diakonia and advocacy;
 - Strengthening churches' presence in the public space and their local witness by addressing important needs of congregations and the wider community.
 - The project concept must demonstrate a clear link between the identified needs and the proposed activities.
 - It is essential that new submissions demonstrate a clear element of innovation and distinctiveness from past or current initiatives funded by LWF to qualify as "new project". Projects that involve no or only minor changes from previous or ongoing projects will be considered extensions of existing projects and will be evaluated according to specific criteria (see below).

- **Continuation of ongoing projects:**
 - Projects that are currently under implementation can only be extended once.
 - Projects that are eligible to be extended typically have the letter "a" appearing in the project code (e.g. PMXX3a) and have 2023 as start year and 2025 as completion year.

- Applications to extend an ongoing project must fulfil the following conditions:
 - **Relevance:** objectives build up on the achievements of the previous phase and/or activities are scaled up to new geographical areas and target groups or adapted to changing context as needed;
 - **Sustainability:** the new phase strengthens the achievements of the previous phase to ensure that the positive change will last after the project has ended;
 - If possible, have **increasing financial ownership:** the budget should reflect a progressive reduction of the LWF share and a consequent increase of the own contribution and/or third-party contribution in order to set the basis for LWF funding withdrawal.
- **Project duration:** Up to 3 years.
- **Maximum amount requested to LWF:** EUR 150,000 over three years, max EUR 50,000 per year. Please keep in mind that eligible projects often receive less than the maximum amount to ensure a wider distribution of funds across multiple projects.
- **Own contribution:** Project holders are required to contribute a minimum of 5% of the project's total budget. Contributions in kind can be accepted to show commitment if the financial contribution is not possible.

The following **screening and approval criteria** apply to eligible applications received from churches:

- The application must:
 - Be fully complete, including the budget, church endorsement, and church profile.
 - Clearly identify and analyze the needs that the project aims to address.
 - Convincingly demonstrate the relevance of the project's objectives and activities in relation to the expressed needs.
 - Clearly demonstrate how the project will achieve sustainability.
 - Outline a coherent approach and reflect meaningful stakeholder involvement, particularly of youth and women.
 - Show that the scope of the project's objectives and activities is realistic in relation to the budget and the applicant's capacities.
- The application process will be **competitive**, taking into account the identified needs and the clarity with which the proposal demonstrates compliance with the specified criteria.
- For reasons of fairness, member churches or related diaconal institutions that do not have an ongoing project will be given priority.

II. How to apply

Project applications must be submitted via the online portal of the LWF at the following address: https://webportalapp.com/sp/login/lwf_pcmprogram_en. User guidelines are attached.

You can send an e-mail to dtmjprojects@lutheranworld.org if you have any issues with the platform and need support. The member church projects coordination team is there to answer your questions and to help.

III. Join us for project design workshops

In October, online workshops will be held to assist applicants working on their project applications. These workshops will concentrate on the logic of project design, from identifying needs to planning interventions, and will highlight best practices such as being consultative and addressing cross-cutting issues like intergenerational justice, including youth inclusion, and gender justice. Additionally, they will focus on the creation of meaningful indicators and provide guidance on meeting the formal requirements of the application process.

More information will be communicated in due course. In the meantime, please save the following dates if you are interested:

- Wednesday, 16 October 2024, AM Central European Time (English)
- Thursday, 31 October 2024, PM Central European Time (English and Spanish)
- Friday, 1 November 2024, PM Central European Time (French)

The estimated duration of the workshop is 4.5 hours.