

GUIDELINE FOR PROJECT DESCRIPTIONS

Please give a short summary of the project for which you wish to apply for assistance to Misereor or "Zentralstelle für Entwicklungshilfe e.V.". Detailed planning documents are essential only at a later stage of the discussion or if specifically asked for. Describe your project in accordance with this guideline. This will make it easier for Misereor to handle your application.

Misereor gives a number and a title to each project. Should this have been done already in the case of your project, please state number and title. Indicate also country, federal state (province), and town, in which the project is situated, as well as the diocese and the name of the bishop (if applicable).

1.1 Applicant

Please state: name, full address and function.

Misereor considers as applicant the person who is first getting in touch with Misereor or "Zentralstelle", regarding the desired co-operation in this project. It is of importance to know name and address of the applicant and the functions he will perform in the planned project, e.g. will he himself be the project manager, or what will be his precise position etc.?

(person (Richard Steele))

1.2 Information on the legal holder (= owner) of the project

Please state: name, full address and legal status according to the laws of the country. + auditors

The legal holder provides the project with the legal and financial basis. He guarantees the continuity of the project and that its objectives are followed in the long run. It is therefore essential that the holder of the project is an entity (a co-operative, a society, a charitable trust etc.), which is legally qualified by law, public approval, registration etc. This entity must be in a position to conclude contracts, acquire property, incur liabilities, engage personnel etc. Misereor requests information as to the statutes and persons who act on behalf of the legal entity, address of the entity, their experience in development project etc.

organisation of constit.

1.3 Who is responsible for the implementation of the project?

Please state: name, address, experience in development projects.

As a rule the holder of the project is also responsible for its implementation. Should this not be the case (e.g. a diocese is the owner of a technical school, but a congregation of Brothers manages the school), it is important to know the names of both and in what way the co-operation is arranged and the rights and responsibilities pertaining to each.

organisation / Net. someone in Jhb? Exec. Committee.

1.4 Project Manager

Please state: name, address, professional qualification, training, experience in development projects of the proposed kind.

The project manager's experience and competence are of decisive importance for the success of the project.

- Laurie - or someone in Jhb

2.1 Description of the situation which is to be changed by the planned project

Please send reports statistics etc which show the situation of the project area. State the most crucial problems of the project area. Please explain why a priority for your project exists.

2.2 Information regarding the aims of the project

What problem is to be remedied by the project? Which effects, changes, improvements are to be reached by this project?

The aims of the planned project are of special importance at this stage of discussion. Therefore they should be described clearly and comprehensively. It is important for the description of the aims to emphasize which population group will be served by the project, which concrete improvements the project aims at, what effects the project will have otherwise, what side effects, wanted or unwanted, will probably turn up. (In case of a small project, a short description of the direct objectives is sufficient.)

2.3 Information regarding the planned measures

Do you apply for the expansion, re-orientation, prolongation of an already existing project, or for starting a completely new one? In the first case, please give a few facts (if possible figures) as to the achievements and to the present size or extent of the project or programme. Which are the strong and weak points of your present project? Please describe particulars of the new project: programme, method, capacity, equipment, buildings etc.

Here you are requested to outline the particular measures by which the above mentioned objectives are to be reached. Important are programme (e.g. educational aims of a technical school), capacity (e.g. number of beds in a hospital), method (e.g. organisation of courses for members of co-operative societies), phased plan for the implementation, description of buildings, equipment etc.

2.4 Information regarding the location

If your project will affect people and their problems beyond its immediate surroundings, please try to describe its area of influence and send a map. Please mark the spot where your project is to be situated and where similar projects exist.

If a plot of land is necessary for your project, please indicate whether it is already available and whether its suitability has been checked. Please clarify the advantages and disadvantages of the area resp. plot in regard to the project.

Richard  
Mike  
Benita

2.5 Integration of the project

Is the project integrated in a larger scheme or development plan (e.g. of the government)? Is there any co-operation and if so, in which way? Do the people actively participate in your project? In which way, by which means, to what extent, with what responsibility?

Most development projects are not isolated. Whether it is intended or not, somehow they are linked with development efforts of others in the same area. They may be co-ordinated or compete with other projects or even work against each other. Moreover some development projects are in need of approval (e.g. by the competent government authorities or any other institutional authority).

2.6 Preparation and implementation

Please state how much time you have estimated for the preparation and the implementation of the project. What steps have you already taken for the execution of the project? What experts and/or institutions take part in the preparation and/or the implementation? In which way?

3. Personnel required for the project

Please state the number and qualifications of the required staff. Please indicate also which personnel is available already (name, age, training and experience). Which part of the personnel is or will be made available by your group (congregation, society etc.)?

The success of the project depends mainly on the persons who manage the project and work for it. Therefore it is very important to know the various duties and functions in this project, how many persons will be needed, what their qualification should be and where they can be hired.

4.1 Cost estimate of the project

Please state the cost in the currency of the country.

Please distinguish as to the cost until the completion of the project (divided up in building cost, furniture/equipment, cost of planning etc.) and the running cost after the completion of the project (personnel, maintenance, depreciation). If your application concerns the expansion of an already existing project, please state the running cost for at least the last two years, as well as the amount invested so far. How did you cover this cost?

4.2 Pattern of financing

Your own contribution:

Up to what amount can you cover the cost of the execution from your own resources? What other contributions, not mentioned in the above cost plan, will you make for this project?

Contribution from a third party:

Do you expect assistance from a third party? From whom? Are there firm commitments? To which other organisations did you apply?

Aid expected from Misereor:

What do you ask from Misereor or "Zentralstelle"? Do you request this amount or part of it in form of a loan? If yes, which terms of repayment do you suggest?

It depends on the firm commitments for financing whether a project can be started safely and with good prospects. It is therefore important to know what means the project holder can raise himself for the financing of the project, for which amount he has applied already to the authorities in his own country or abroad and what the chances are that these authorities will assist in financing the project.

5. Considerations as to the continuity of the project

What circumstances could endanger the legal holding of the project? Do you think that in a few years the above mentioned aims (numeral 2.2), as well as the worked-out project programme (numeral 2.3) will still be valid or has to be modified? What have you done (or will you do) to ensure that your project will be staffed sufficiently in future? How do you propose to cover the running cost now and in the long run?

In order to avoid wrong investments, you should find out as early as possible what could endanger the project in the future and what precautions could be taken to avoid this. In particular one should have a realistic view on the cost involved in running the project and on the possibilities of covering them (from income produced by the project, commitments from the government or charitable organisations or other contributions). The continuity of a project depends also on the fact that the project always has qualified personnel at its disposal.

6. Recommendations etc.

If recommendation or approval of government authorities is required or advisable for your project, please enclose them in the application. Are there any general reports, expert opinions, inquiries etc. which could be useful to judge the importance of your project? Do you have a feasibility study for your project? If so and if possible, please send us a copy. In case of a church project, or whenever church personnel is involved in the implementation of a project, we consider it normal to have the written consent of the ordinary or the competent superior. If you have already a recommendation from them, please attach it.

Note: You are requested to have this project description signed by the future project holder.

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