**PESTALOZZI DEVELOPMENT FUND**

**Application Form 2021-22**

### Project Summary

|  |  |
| --- | --- |
| Name of organisation (if applicable):  Charity registration number (if applicable):  Project Contact Name:  Alumni contact name at Pestalozzi UK:  Years at Pestalozzi UK: (x to x)  Address for all correspondence:  Telephone/Fax number:  Email address: |  |
| Mission statement or description of your organisation: |  |

|  |  |
| --- | --- |
| Project name: |  |
| Location: |  |
| Category of project (üall that are applicable): | o Women’s empowerment o Education o Health  o Social enterprise (offering employment)  o Environmental o Community development  o Cultural or anthropological o Agricultural |
| Total budget for project (in £): |  |
| Amount of grant requested (in £): |  |
| Do have any existing or match funding for the project? If yes, how much? | YES/NO |
| Number of beneficiaries? | Direct: Indirect: |

|  |  |
| --- | --- |
| Brief description of project: |  |

### Declaration

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| --- |
| **I declare that to the best of my knowledge and belief, the information given in this application is correct and complete**  **……………………………………………………………..Signed ………………………………….Date** |

### PROJECT DESCRIPTION

|  |  |
| --- | --- |
| 1. What are the Project Objectives? |  |
| 1. How and why was the project conceived? |  |
| 1. What will the project activities be? |  |
| 1. How long will the project take to complete? Will it be ongoing? |  |
| 1. Could the project be repeated by yourself or others? |  |
| 1. Who will benefit from the project? |  |
| 1. Have the beneficiaries been involved in planning the project? If so how have they been involved? |  |
| 1. Who else is involved in the project and what is their role? |  |
| 1. How can the project continue in the future without the need for external funding or will an element of grant funding always be needed? |  |

### REPORTING, MONITORING AND EVALUATION

Note: A report will be required at the end of the project. Depending on the nature of the project the report will usually be due no later than 12 months from receipt of the grant.

|  |  |
| --- | --- |
| 1. How will the project be monitored? |  |
| 1. How will the success of the project be measured - and by whom? |  |
| 1. Will the project be evaluated when it is finished? If so, how and by whom? |  |
| 1. How will you provide materials (e.g. reports, photos, video, blogs etc.) to Pestalozzi for publicity and fundraising purposes? |  |
| 1. Are you currently publicising your project or intending this in the future? How? |  |

### ORGANISATION BACKGROUND

Please also attach electronic copies of the most recent Annual Report, audited accounts and any other relevant background documentation about your organisation.

|  |  |
| --- | --- |
| 1. Describe your organisation or project. (applicable to already established organisations only) |  |
| 1. Summary of previous development or project work. |  |

### PROJECT BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Cost | | | £ | |
| Funded by: | Own Resources | | £ | |
|  | Other Donors | | £ | |
| Funding Requested from PDF | | | £ | |
| Financial Details | |  | £ | % |
| Please list all relevant budget amounts  A more detailed budget can be submitted separately, which may include fixed and variable costs | | Capital Costs  Supplies/Materials  Salaries  Administration  Marketing  Training  Monitoring Costs  Misc Costs (please give details) |  |  |

### ADDITONAL INFORMATION

Please provide any additional information considered necessary in support of your application

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| --- |
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### N.B. Completed Applications Forms (excluding attachments) should not exceed 4 pages

Your activities and involvement with Pestalozzi International Foundation will result in personal data being created and processed. All personal data will be processed and used in compliance with GDPR. In accepting a grant from Pestalozzi you agree to the charity having the right to use the project for publicity, marketing and fundraising purposes.

*Disclaimer*

Pestalozzi is not responsible for any additional funding or activity that may become necessary. Any further funding would require a separate application.

Resubmission of unsuccessful applications cannot be made in the same application cycle.

In providing the grant funding, Pestalozzi is not responsible for running or maintaining the project.

**Please e-mail completed applications to:** [PDF@pestalozzi.org.uk](mailto:PDF@pestalozzi.org.uk)

**PESTALOZZI DEVELOPMENT FUND**

**GRANT application form Guidance**

# Project Summary

This section contains summary information about your project. This will enable us to understand what you propose to achieve and what is required to complete the work. This summary will be used to identify your application in publicity materials.

Project areas considered eligible for grants are as follows:

Social enterprise – projects offering employment on a ‘not for profit’ basis

Women’s empowerment

Health

Education

Community development

Agricultural

Environmental sustainability

Cultural/anthropological

Projects must be of benefit to the applicant’s home community or be based in a developing country for the benefit of a similar community.

Consideration may be given to applications which fall outside these criteria on an exceptional basis at the absolute discretion of Pestalozzi’s Trustees.

Each project will be judged on individual merit and should adhere to Pestalozzi’s values and ethos.

# Project Description

This is the most important section of your application. Describe your project under each of the headings. Please be concise.

**What are the project objectives?** Describe what your project is broadly trying to achieve or contribute to and how you will do this.

**How and why was the project conceived?** Describe how you identified the need for this project and why you think that your proposal meets that need.

**Project Activities**: Outline the different activities which you plan to implement in your project and link these activities to what you hope to achieve.

**How long will the project take?** Identify when the project will start and finish and highlight any critical milestones.

**Could the project be repeated by yourself or others?** Indicate if and how the project will have a multiplier effect. For example: the training of coordinators of a national organisation who in turn will pass their learning on to other trainers.

**Project beneficiaries:** Please describe who will benefit from the project.

**Have the beneficiaries been involved in planning the project? If so how have they been involved?** Describe the involvement of the beneficiaries in the development of your project. At what stages did you or will you involve them: in the planning, implementation, management, evaluation and follow-up stages of the project?

**Who else is involved in the project and what is their role?** List any other organisations that are involved in the planning and implementation of this project.

**How can the project continue in the future without the need for external funding or will an element of grant funding always be needed?** Explain how the project will continue to benefit recipients on a long-term basis. How will you ensure that it can be maintained in the future?

### Reporting, Monitoring and Evaluation

**How will the project be monitored?** Describe how the progress of the project will be monitored so that you can be sure that it is doing what you set out to do. Who will undertake the monitoring?

**How will the success of the project be measured - and by whom?** Describe what the measures of success of your project will be and how you will assess the level of success. You should identify who will be responsible for measuring the success of the project.

**Will the project be evaluated when it is finished? If so, how and by whom?** Are you are planning to evaluate the project yourself or will someone carry out an external evaluation for you? If so, describe how you intend to go about it. How and when will it take place? Will the results be shared with others (so that they can benefit from your experience)?

**How will you provide materials (e.g. reports, photos, video, blogs etc.) to Pestalozzi for publicity and fundraising purposes?** Pestalozzi is only able to support your project because of the generosity of individual donors. It is important that we can show these donors how well their contributions have been used. We can only do that if you provide us with written reports, visual imagery etc.

**Where do you feel the publicity of your project would reach the widest/most appropriate audience?** For the Pestalozzi Development Fund to remain sustainable we need to inspire new donors to support our work. Publicizing the success of your project as widely as we can will help us to do that.

# Organisation Background

**Describe your organisation or project**: Briefly describe the origin, background, main focus of work, and management structure of your organisation. If your application is purely project-based then describe the organisational structure that will support it.

**Summary of previous development or project work**: Briefly list previous projects you have managed, which you believe will be of interest and relevance to the Pestalozzi Trustees in assessing your application.

# Project Budget

Please list all expected income and expenditure including relevant staffing, activity and overhead costs. Please note the following when preparing your budget:

*Costs That Pestalozzi Will Cover*

Direct project costs

Capital or equipment costs (when justified as essential to the delivery of the project)

Purchase, repair or furnishing of buildings (when it is an integral part of the project)

Reasonable overhead and administration costs

Costs related to promoting changes in public policy to support the provision of basic services to poor communities

Educational sponsorship e.g. support towards undergraduate educational progression for Pestalozzi UK alumni

*Costs That Pestalozzi Will Not Cover*

Servicing debt or loans

Political, religious or evangelising projects

Emergency relief

Costs incurred before submission of the application

## ASSESSMENT CRITERIA

1. The applicant must be an alum of the Pestalozzi International Village Trust or a recipient of a Pestalozzi International Foundation Scholarship.
2. Applications will be considered for amounts up to £5,000.

1. The applicant must demonstrate the capacity to deliver development projects in the identified developing country.
2. The applicant must demonstrate their knowledge and understanding of the developing country in which the project will be based.
3. Evidence of local partners’ and community involvement in the design of the project as well as setting its aims and objectives, is desirable.
4. The applicant must provide evidence of their commitment to monitoring and evaluation procedures to ensure effective project and programme management.
5. The applicant must describe their proposals for addressing the sustainability of the project.
6. The applicant must demonstrate that the proposal addresses the development needs and priorities of the beneficiary community.
7. The applicant must demonstrate that administration costs will be contained within reasonable limits and as much funding as possible will go directly to meeting the objectives of the project.
8. The applicant must acknowledge publicly Pestalozzi’s funding of their project and commit to include an appropriate level of Pestalozzi branding.