Checklist: Funding application for religious communities

Created as part of DialogPlus

Note: This checklist is a guide written in simple language. Always check the requirements of the respective call for proposals.

1. **Before you start (does the idea fit the call for proposals?)**

☐ Briefly write down the problem and goal (2–4 sentences).

☐ Clearly identify the target group (who? where? how do we reach them?).

☐ Does the idea fit the objectives and areas of action of the call for proposals?

☐ Is there a mandatory template from the funding provider? If so, use it.

☐ Do we need partners? If so, who does what? (obtain brief confirmation).

2. **Project concept (clear and complete)**

☐ Describe the starting point: Why is the project important?

☐ Formulate SMART objectives (specific, measurable, achievable, relevant, time-bound).

☐ Explain the measures clearly (max. 3–5 building blocks).

☐ Schedule with milestones (preparation, implementation, completion).

☐ Clarify roles: Who is responsible? Who provides support?

3. **Quality, protection & access**

☐ Simple language and multilingualism if necessary (e.g. English + another language).

☐ Plan for accessibility (access, toilets, materials).

☐ Observe child protection/protection concepts (for children/young people).

☐ Appoint an anti-discrimination/awareness team.

☐ Regulate data protection & image rights (declarations of consent).

☐ Consider risks (weather, cancellation) and note down a plan B.

4. **Budget and financing**

☐ List cost items (fees, room/technology, materials, public relations, catering, accessibility, coordination).

☐ Calculate total costs and budget for 10% own funds.

☐ Specify the amount of funding requested; if applicable, list donations in kind/third-party funding.

☐ Request realistic prices/cost estimates.

5. **Enclose documents (as specified)**

☐ Extract from the register of associations/proof of sponsorship.

☐ Articles of association & current exemption notice (non-profit status).

☐ Bank details / donation receipt authorisation.

☐ Offers/cost estimates, cooperation agreements.

☐ Brief profile/qualifications of management and specialist staff (if required).

6. **Submission & formalities**

☐ Check deadline, file formats, character count/page count.

☐ Assign clear file names (organisation_project_year).

☐ Provide contact person and availability.

☐ Check signatures/representation rules.

7. **After submission**

☐ File confirmation of receipt.

☐ Respond promptly to queries (designate a contact person).

☐ Prepare documentation (participant lists, feedback forms, photo consent forms).

☐ Plan evaluation (What do we measure? How do we report?).