

CISV International  
Europe Middle East and Africa

# **Regional Fund Initiative Application Process**



# CISV EMEA Fund Application Process

## 1. Application

Submit your application through the online form for the EMEA Fund. You should decide at which deadline you wish to apply, and ensure your application is submitted before the following dates in order to be considered:

- 15th of January
- 15th of May
- 15th October

Make sure that all fields of the application form are filled in, thus the application is complete. If you have any questions or comments regarding the application process or the form itself, please do not hesitate to contact the Fund Team.

## 2. Criteria and assessment

Applications will be assessed through an examination of the written application. The Fund Team holds the right to conduct an optional interview with the applying party, if considered necessary, in order to collect all required information.

Please feel encouraged to hand in your application as early as possible to allow for consultation before the deadline.

Overall, your application must show how your project follows CISV's Statement of Purpose and Vision Statement, as well as the EMEA Fund objectives (Section IV, EMEA Fund ToR).

The following criteria will be used in assessing your application:

1. Formal aspects (submission of all necessary information)
2. Impact and goals (How will the project further CISV's mission and vision?)
3. Reach (How many people will benefit from the project? Will the project introduce people not involved in CISV to CISV's goals and methods?)

Applicants may also submit any supporting material that may help the EMEA Fund Team understand the project and make a decision.

Please note, that the Fund Team will decide on the amount granted for your project, thus it might not be the entire amount you are requesting. This would be discussed between you as applicant and the Fund Team.

## 3. Application timeline

1. Once an application has been submitted, the EMEA Fund Team will confirm having received it.

2. After submitting a written application, the EMEA Fund team will inform the applicant within four weeks whether an additional interview is necessary and, if so, suggest interview dates.
3. The EMEA Fund Team will inform all applicants within four weeks after the application deadline whether the application has been accepted, as well as the total amount of funding available for the project.

## 4. Reporting

Six weeks after completion of your project, you must submit a report to the EMEA Fund Team. The Fund Team must report on the financial aspects of funded projects to NARs at BEAM which is to be made accessible to the EJB Team. This report should include:

- Number of applications
- Number of approved projects for funding
- Number of people impacted by funded projects

For any questions regarding the EMEA Fund and an application, contact the team at (*email address*).