# **“Social Affairs” funding application**

The Adalbert-Raps-Foundation would like to support social development in Upper Franconia through our partnerships. Our aim is to ensure that our funding projects are sustainable and effective so that the processes of change are as targeted as possible. For this reason, funding applications are based on the Social Reporting Standard (=SRS) and the principles for effective social projects of [PHINEO](https://www.phineo.org/). Stakeholders from academia, non-profit organisations and social investors developed these guidelines to make social engagement transparent. Our form is therefore not only used to apply to us, but can also be helpful for your organisational development.

# **Editing instructions**

Please contact us by phone or by email..

* *... before submitting an application.* This enables us to clarify the basic eligibility of your project and provide individual advice on your funding application.
* *... in case of ambiguities* during the completion of our application (e.g. difficulties in understanding, answering the questions in the project context). Please do not make an independent decision to leave fields unanswered.

You can send us an email to [info@raps-stiftung.de](mailto:info@raps-stiftung.de) or contact us by phone during our core hours Monday to Thursday from 8:00 to 15:00.

## **Form and design**

* You can use bullet points or continuous text. It is crucial that your explanations are understandable and comprehensible.

*Tip: When answering the questions, take the perspective of an outsider reading about your project for the first time. Be as concise as possible and as detailed as necessary. Too much information makes the process just as difficult as too little information.*

* Focus on the content of your project. To do this, avoid elaborate background stories that are not relevant to your application.
* Please complete the application in full and send it to us digitally ([info@raps-stiftung.de](mailto:info@raps-stiftung.de)) or by post (Adalbert-Raps-Stiftung, Adalbert-Raps-Straße 1,95326 Kulmbach). Your complete application includes:
  + Application form
  + Valid certificate of exemption for the certification of non-profit status
  + Rules of your organisation
  + Cost and financing plan (please use our template; for investment costs, please enclose a cost estimate)

*Note: Please enclose only the documents we request. Refrain from using newspaper articles, flyers, CD-ROMS or similar.*

# **Applicant details**

In order to be able to process your application and contact you if we have any queries, we need some general information about the applicant.

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| Name of the sponsoring organisation | |
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| Legal form | |
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| Street, number | |
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| Postcode/city | |
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| Managing Director/Chairperson | |
| no  yes | |
| Previous cooperation with the Foundation (please tick and if yes, please name) | |
|  | |
| Project Manager (forename, surname, role in the project) | |
|  |  |
| Phone | Email |

Brief description of the project

*Note: This information should be consistent with the information provided in the subsequent application. We recommend using the brief description as a checklist to verify the detailed information. If necessary, it may also be helpful to fill in the brief description at the end.*

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| Short description of your project (max. 1/3 page)  *Note: Answer in short sentences who is involved in your project, what you intend to do, how you intend to do it and for what purpose.* |
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| Project title |
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| Project period |
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| Location (city or region where the project is to have an impact) |
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| Project partners |
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| Total financial budget of the project |
|  |
| Amount of funding requested from the Adalbert Raps Foundation |
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| Use of funds |
|  |
| Target group of the project |
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| Social challenge (in one keyword; detailed description page 7) |
| ongoing project  concept idea |
| Project status (please tick) |

Consent:

☐ I/we declare that no composition, bankruptcy, sequestration, execution or insolvency proceedings are pending or have been applied for or opened against me/us.

☐ I/we agree to provide the Adalbert-Raps-Foundation with image and/or video material as part of public relations work in the event of a positive funding decision, insofar as this is possible within the scope of the project. We require the prior consent of the rights holders on the part of the funding partner.

*Note:* *In order for the image/video material to be used by us and/or the press in the context of a*

*report, the following criteria should be observed:*

- Landscape format

- If possible, depiction of people to reflect the real life in the project.

(For captions: names, if applicable, role of persons in the project; e.g. Luca Müller, coordination)

- High resolution (sharp; a photo with a current mobile phone camera is usually sufficient)

☐ I consent to the use of my personal data and photographic material provided above by the Adalbert-Raps-Foundation, Adalbert-Raps-Str. 1, 95326 Kulmbach. I also agree to an anonymised evaluation for statistical purposes. My consent to the storage and disclosure of data is voluntary.

I have the right to revoke my declaration of consent at any time with effect for the future (Art. 7 Para. 3 GDPR). The revocation of consent shall not affect the lawfulness of the processing carried out on the basis of the consent until revocation.

Revocation is preferably requested by sending an email to [info@raps-stiftung.de](mailto:info@raps-stiftung.de).

After receipt of the revocation of consent by us, the

data originating from you will be deleted immediately.

☐ I have read the data protection regulations and expressly accept them.

(<https://www.raps-stiftung.de/datenschutz>)

☐ I/we affirm that the information provided in this application (including attachments) is complete and correct.

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| --- | --- |
|  |  |
| Date/Place | Signature(s) of authorised representative(s),  Stamp, if applicable |
|  | |
| Name and function |  |

# **1. Your organisation**

## **1.1 Purpose of your organisation**

Please state the purpose(s) of your organisation. What does your organisation intend to achieve with its actions and activities?

*Note: The purposes of your organisation can be found, for example, in its charter.*

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## **1.2 Agreement on organisational and foundation purpose**

Where in the field of activity of your organisation and the activities of your project do you see a connection to the foundation’s purpose and the funding principles of the Adalbert-Raps-Foundation?

*(cf. also funding principles and criteria)*

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# **2. Project description**

## **2.1 The social challenge**

The content of your project is intended to contribute to the solution of a social challenge. What is the social challenge? What are its causes and effects?

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| **Social challenge**  What is the core social problem you want to solve in your project? | |
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| **Causes**  From your point of view, why does the social challenge occur? | **Impact**  What are the consequences of the social challenge for the target group and/or society)? |
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## **2.2 The target group**

Your project is aimed at a specific group of people. Briefly describe who you want to reach with your project. What are the characteristics of your target group (demographic characteristics such as age, gender, migration background or socio-economic characteristics of the (social) living situation and any resulting support needs)? How large is your target group (e.g. group size, share of target group in the population)? Also refer to the strengths and potentials of your target group.

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| **Direct target group**  (Persons to whom the offers/services of your project are directly addressed) | **Indirect target group**  (People in the living environment of the direct target group who benefit indirectly from the changes in the target group) |
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## **Reaching the target group**

How do you want to ensure that you reach the target group with your offer (e.g. suitable form of address, via persons, places or institutions relevant to the target group in the social space, etc.)?

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## **2.3 Project goals – what you want to achieve in the target group and society through your project**

Please describe how you would like your project’s activities to bring about positive changes in your target group and, beyond that, in society as a whole.

*Note: Formulate positively and in complete sentences*

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| **Target group – what you want your project to achieve with the target group** |
| **Knowledge, skills, abilities, attitudes** |
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| **Action, behaviour** |
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| **Life situation** |
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| **Society – what you want your project to achieve in society as a whole** |
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## **2.4 Project content – what you do in your project**

What activities are you pursuing in your project? What do you do in your project to achieve the project goals? Outline your offers or services.

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| **Offer/Service** | **Description (e.g. content, process, participants)** |
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## **2.5 Use of resources**

Various resources are needed for the implementation and success of a project. The resources can take many different forms. The totality of the available resources of a project enables the project team to implement the project successfully.

## **2.5.1 Human resources**

What human resources do you need to implement your project successfully (e.g. number of volunteers/staff; people with special qualifications, external experts, etc.)? Please indicate whether the human resources are already available or still need to be acquired.

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Are there human resources (knowledge/skills) in your project that particularly qualify you to carry out the project (e.g. particularly high voluntary commitment, qualified experts, experience, reference projects, etc.)?

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Together we are strong: Are cooperation partners (e.g. other organisations) involved in the implementation of your project? If yes, who are the cooperation partners and how can they contribute to the success of your project? (e.g. taking over subtasks, qualifications/expertise in a certain field, ideal advocates of the project etc.)

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| **Cooperation partners** | **Type of cooperation** |
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## **2.5.2 Material resources**

Material resources are often necessary to implement a project. This can be premises, vehicles, objects, etc. What material resources do you need to implement your project? Please indicate whether the material resources are already available or still need to be acquired.

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| **Resource** | **Intended use** |
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## **2.5.3 Financial resources**

Please present the financing and costs of your project in our cost/financing plan template.

*Note: Please refrain from attaching your own cost/financing plan. For investment projects, please enclose a cost estimate. If we need further information to process your application, we will contact you.*

## **2.6 Project procedure**

Outline which individual steps are necessary to implement the project.

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| **Project phase** | **Period** | **What is being done here?** |
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# **3. Outlook**

## **3.1 Future prospects**

What future prospects do you see for your project? Is your project a one-off project or do you intend to continue your project beyond the funding period? Please briefly outline how you see your project in the future (e.g. funding strategy/long-term funding possibilities, cooperation partners, spatial or content-related expansion of the concept, dispersion of the project results). Also address possible challenges that could affect the further development of your project.

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## **3.2 Impact**

How can you tell if you have achieved the goals of your project? Describe how you would like to document the achievement of the objectives (e.g. feedback from participants, questionnaire, documentation through reports, evaluation).

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