

EMEA Fund: Application Process

Application

Please decide at which deadline you wish to apply, and ensure your application is submitted before that date in order to be considered. The two deadlines are:

- 15. January
- 15. September

To submit your application, please send the EMEA Fund application form to the Fund Team at XXX.

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.

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?)
4. Originality (In what ways can the project be described as "innovative"?)
5. Chances of achieving the project's goals (How well prepared is the project thus far? Have the people in charge run similar successful projects in the past?)

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

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 two weeks whether an additional interview is necessary and, if so, suggest interview dates.

3. A date for an interview is agreed upon and the interview is conducted. The interview will be based on the written application.
4. 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.

Reporting

Six weeks after completion of your project, you must submit a report to the EMEA Fund Team. All project reports will be presented to Fund Members annually at BEAM and JBers at EJB. There is no determined format for the report, but it must include the following:

1. Contact details of people responsible
2. Project goals
3. Project steps
4. Evaluation: Was the project a success? Did it achieve its goals?
5. Lessons learned: What advice do you have for similar projects in the future?

For more information on the EMEA Fund Terms of Reference, [click here](#).

To progress to the EMEA Fund Application form, [click here](#).

For any questions regarding the EMEA Fund and an application, contact the team at xxx.