

Application for sponsorship of personnel posts

General project information

Project name/title

Short project description (as a clear summary with 300-1500 characters)

Applicant details

Name of the parish / institution / organisation / association

Street / house number / postcode / town

Phone number / e-mail / website / other online presence (social media)

Applicant's contact person for questions on the project (name / phone number / e-mail)

Information on the sponsored facility (if different from the applicant)

Name of the parish / affiliated parish / institution / facility / organisation / association

Street / house number / postcode / town

Phone number / e-mail / website / other online presence (social media)

Contact person for questions on the project at the sponsored facility (name / phone number / e-mail)

(Arch)diocese

Percentage of Catholics(in %)

Intended outcomes and objectives of the project

What is the **purpose of your project**? / What change or added value should the project bring – especially from a pastoral point of view?

What **criteria / indicators** do you use to measure your project success (e.g. number of people reached, keeping within the budget, meeting the deadlines, etc.)?

Are there **any other indications of project success** that you cannot measure directly?
If so, what are they?

Is there a **particular target group** for your project?
If so, who in particular should benefit from your project and why?

Do you see any **potential risks** in your project? If so, which ones and for whom?

How do you organise your project, how are the tasks distributed, how do you make decisions (aspect of participation)?
Do you cooperate with other organisations?

What **future prospects** do you see after the project has been completed? What is the next step?

Prevention

- The applicable regulations on the prevention of sexualised violence of the respective local church are observed and implemented by the applicant and - if different - by the sponsored facility.
- A safeguarding policy of the applicant / the sponsored facility is additionally applicable.

The applicable safeguarding policy is made available to the public in the following ways:

Financial details of the project

Total cost in EUR: of which personnel costs:
of which project/material costs:

Financial details of the project in EUR

Funded by	Amount	Status	
Applicant (own resources):	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
Percentage (arch)diocese:	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
Further financial support:			
<input type="text"/>	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
<input type="text"/>	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
<input type="text"/>	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
<input type="text"/>	<input type="text"/>	<input type="radio"/> requested	<input type="radio"/> granted
Bonifatiuswerk (requested amount)	<input type="text"/>		

What would be the impact on the project if the planned financial and time resources were not fully available?

Supplementary comments on the financial information, if any:

Bank details of the beneficiary

IBAN: Account holder:
BIC: Bank:

Timeframe of the project

Date of the planned **project start**: Date of the planned **project completion**:

Which „milestones“ do you plan to reach at what point in the project implementation?

Bezeichnung	Datum
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Good news – great story!

Feel free to participate in our free online workshops on the topic of project communication. Further information and registration:
www.bonifatiuswerk.de/projektkommunikation



Press and public relations

To transparently demonstrate how the donation funds are being utilized, the Bonifatiuswerk is committed to presenting all supported projects within the scope of its public relations efforts. This is done through press releases, brief project descriptions on websites, on social media channels, or in printed materials.

Therefore, the Bonifatiuswerk requires a dedicated contact person to ensure a reliable flow of information regarding the project's progress. Furthermore, it is crucial to the Bonifatiuswerk that the support receives recognition in the press and public relations efforts (print, internet, etc.) of the project partner, and through the inclusion of the logo on your informational materials and on your online presence.

If you need any assistance, a contact person from the Bonifatiuswerk is available to you.

Contact person for questions regarding press relations – Name / telephone / e-mail

The Bonifatiuswerk will be granted the non-exclusive **right of use**, with no geographical or time restrictions, **of all documents submitted** either with the application, during the implementation or at the end of the project.

- I / we also agree that these and other, project-related documents (content, photos, videos, etc.) may be used for all media channels and publications of the Bonifatiuswerk as well as for other journalistic media.
- I / we hereby confirm that the author as well as the persons depicted in pictures/videos consent to their use by the Bonifatiuswerk and other journalistic media as described in the points above and that no rights and third-party claims are violated in doing so.

Is there a **website or/and a social media channel** where the project / applicant is presented?

- no yes, at:

If so, will you refer to the website of the Bonifatiuswerk from there by **placing a link**?

- no yes

Are you planning to provide **information material** for your project (flyers, posters, press relations, etc.)?

- no yes, namely the following:

Further information / enclosures or attachments

The application is submitted to the Bonifatiuswerk in digital form via the competent vicar general of the respective (arch)diocese before the commencement of the personnel post. The application including digital/scanned signature is sent to the Bonifatiuswerk by email with all attached documents. The complete application **must be submitted at least six weeks before the next Bonifatius Council meeting**.

Please also **attach/enclose the following documents** to/with this application:

- Detailed description of the (theological and educational) content of the situation and project with justification of the post, description of the missionary/evangelising character, diaspora reference, specification of the goals and core tasks, perspective of sustainability.
- Time schedule for the progress of the personnel post (project phases, milestones, etc.)
- Detailed overall cost and financing schedule for the period of the personnel post
- Written statement from your vicar general **and** the diocesan office of the Bonifatiuswerk [outside of Germany: only the written statement from your (arch)diocese]
- The applicable safeguarding policy of the applicant / the sponsored facility

With our signatures, we confirm the accuracy and completeness of the information provided in the application. We also affirm that we observe and use the provisions on the prevention of corruption and the compliance guidelines of the Local Church.

Place, date

Signature (applicant's 1st representative)

Place, date

Signature (applicant's 2nd representative)

Privacy notice: We collect and store your data for the purpose of project administration, application, review and evaluation as well as the publication of implemented projects in print and online media. You have the right to object to the storage of such data at any time. The way we handle your data and your rights are described in our privacy policy at www.bonifatiuswerk.de/en/data-protection.