

Capacity Development Programme – Member Church Initiative Proposal Information and Application Template

The Capacity Development Programme Fund was created by the CWM and is available to the member churches. This Programme facilitates the capacity development of the member churches through offering opportunities for people engaged in missions to undertake short-term, skills orientated training, or learning from experiences.

The CWM Board of Directors determines the upper limit per church per year for this Grant. Member Churches are able to apply this fund by submitting a Project Proposal for each financial year.

CRITERIA

- Member church must submit a project proposal for that specific Financial Year. (CWM will be able to contribute as per the allocated fund. So other source of income for the project to be mentioned.)
- The project proposal should have clear goals, objectives and activity plan with expected outcome.
- Clear Key Performance Indicator and procedures for monitoring and evaluation must be embedded in the project proposal.
- The last date of the application for MCI will be 30 September.
- Yearly fund transfer will depend on timely reporting (financial and programmatic/ narrative reports) using prescribed formats by CWM.
- The project must be implemented within the same financial year as CWM (January to December), as this fund does not allow to stretch the budget from one financial year to the other.

SCHEMES OF CAPACITY DEVELOPMENT PROGRAMMES

There are wide ranges of schemes and possible methods for this, including but not limited to:

- On-the-job training by advisers, consultants, experts, etc. in the respective work or living environment,
- Learning by doing in the respective work and living environment, accompanied by specific training measures and advice,
- Ready-made or tailor-made training programmes for the dissemination of specific know-how and abilities,
- Linking local learners by networking of local actors, and

These opportunities might be used to:

- Offer financial or management training to a newly appointed church officer
- Improve presentation or media skills training
- Provide Project management training
- Train for advocacy and public policy
- Provide human rights training
- Facilitate exposure / live in experience to new life-threatening situations which has missional challenges
- Involve and engage youth in the church's mission programme and enable young people to play a fuller part in the life of the church
- Engage with children as part of their mission priorities
- Address issues of Rights of the children.
- Empower women in ways that affirm their contribution to leadership
- Give voice to women's spirituality and theology
- Address issues of gender inequality in the church and society

RESPONSIBILITIES OF CWM

- To accompany the member churches by providing guidance in preparing proposals for the Capacity Development Programme.
- To ensure that the necessary funds are available.
- To advise on any mid-term course correction and/or intervention, if necessary.
- To ensure monitoring and evaluation strategy is embedded in the proposal and implemented as per the plan.
- To receive the Yearly Report of the programme as well as the Statement of Account on time.

RESPONSIBILITIES OF MEMBER CHURCH

- To prepare a Long-Term Capacity Development Plan and share with the EFE Team
- To prioritise the capacity need of the church for that specific year.
- To develop a project proposal and submit to the EFE Team.
- To indicate clearly financial and other contributions by the applicant church and other sources of funding.
- To provide an Income and Expenditure Budget.
- To send a Yearly Report to EFE (using CWM Format) by 15th of January of the following year.

CWM may request for additional documents in support of this application.

The MCI approved amount must be fully expended within 12 calendar months of approval.

SUGGESTED APPLICATION TEMPLATE

Region	<p>Africa</p> <p>Caribbean</p> <p>East Asia</p> <p>Europe</p> <p>South Asia</p> <p>Pacific</p> <p><i>Is the Mission Initiative to take place in a particular country?</i></p> <p>.....</p>
Member Church	
Contact person(s) and contact details	
Project Title	
Background	<p>What is the contextual need for this Mission Initiative?</p>
Objectives/Goals Please be specific	
Methodology	

<p>Where? When? Who? How?</p> <p>Programme Details</p>	
<p>Expected outcomes/outputs</p>	
<p>Detailed budget</p> <p>Planning / Administration</p> <p>Resources / Technical</p> <p>Programme Delivery</p> <p>Accom/Food</p> <p>Travel Note: The budget should not exceed 40% towards travel, food and accommodation.</p> <p>Other Contributions Please indicate who else will be contributing to the overall programme funds.</p>	

Monitoring and evaluation Please indicate how this will happen	
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Other Comments	
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Additional Notes:

Applications are only considered when it is established that previous MCI grants to the applying Member Church have been fully expended and accounted for.

It is recommended that Draft Applications be discussed with CWM Capacity Development Staff (Mission Secretary and Programme Associates) AND the Mission Secretary - Education, Formation, Empowerment.

Please allow time for feedback and adjustments before making Final Application.

Final Applications usually take 4-8 weeks to process before Funds can be made available. Applications are assessed on merit following submission.

Last Applications can be received up to September 30 (if there are still funds available).