



Pacific Conference of Churches

Moderator

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“Kafa” Development Fund

APPLICATION PACK

- *Introduction and Guidelines*
- *Grant Application Form*

Applications should preferably be sent via electronic mail to:

pacific@pcc.org.fj

Or be mailed to:

Pacific Conference of Churches
4 Thurston Street
Suva, Fiji

General Post Office
Box 208
Suva, Fiji

The present document has been developed in accordance with the procedures established in the PCC Policy on Grants to External Organisations. Guidelines of the WCC Ecumenical Strategic Fund was also used as a similar structure. PCC reserves the right to amend and update this and related documents without notice

“Kafa” is a Tongan word to define the rope that is made from coconut sinew and used in many parts of the Pacific to bind pieces of wood in building structures and also used as decorative pieces.. The kafa is the central piece of material that is used to symbolise the building component of this fund to assist churches in their service to the communities of the Pacific region.

Introduction and Guidelines 2007-2010

1) Introduction

The Pacific Conference of Churches (PCC) is a Regional Ecumenical Organisation (REO). It was founded in 1962, a year after the first meeting held at Malua Theological Seminary in Samoa in 1961. From very modest beginnings in the early 1960s, its membership is now numbered at about 26 Pacific member Churches and 8 National Council of Churches (NCCs). PCC was founded to pursue, among other objectives, the promotion of ecumenism among its members, the visible unity of the Church, issues of justice, peace and integrity of creation, initiatives on capacity building, and solidarity with its members during times of natural disasters and internal social upheavals, and inter-faith dialogue.

The Pacific Conference of Churches (PCC) considers diakonia (churches' service to the communities) to be an intrinsic component of the ecumenical vision of promoting just and sustainable communities in which people's participation is a leading principle. People are called to take matters into their own hands by defining and shaping their own future. In order to realise this vision, genuine, credible and relevant acts of solidarity rooted in people's lives are essential.

The Fund will embody the PCC's commitment to fostering, encouraging and facilitating the sharing of resources amidst growing poverty, displacement and exclusion. Since the PCC is uniquely placed to enable and strengthen encounters and co-operation among churches in the Pacific region, the Fund supports initiatives where ecumenism is furthered, Christian values are multiplied and diakonal work is enhanced. Emphasis will be placed on strengthening member churches and national councils and grassroots ecumenical networks.

The Kafa Development Fund will be developed as a PCC initiative to build the capacities of the member churches and NCCs and will be managed by the ecumenical animators to ensure a co-ordinated, transparent approach to supporting ecumenical initiatives.

2) Purpose

Through the provision of grants, to enable churches and church-related organisations and action groups to respond ecumenically and in a timely way to local, national and (sub)regional emerging priorities and solidarity needs.

The Fund aims to foster ecumenical relationships and co-operation among beneficiary churches and organisations at the local and national level. Through the provision of financial support to PCC member churches, national and regional councils of churches, church-related and ecumenical organisations, the Fund will offer opportunities for the PCC to deepen the relationships with its constituency.

The Fund will also offer the opportunity for some of its traditional funding partners to continue to express solidarity with local/national initiatives – particularly those without ready access to international funding – through the ecumenical sharing of resources, making use of the good offices of the PCC for screening, administration, monitoring, reporting, evaluation and follow-up.

Since the Fund will function as a PCC initiative, with PCC staff across the programmes involved in the processing of applications, the Fund will contribute to strengthening the PCC's interactive and integrated approach to its programmatic work. The Fund may not, however, be used for direct support for PCC programmes.

3) Thematic scope

The Fund will support initiatives in the following areas:

- a) promoting justice, peace and human dignity;
- b) enabling inclusion and participation of marginalised groups and communities;
- c) supporting capacity building;
- d) promoting ecumenical theological education;
- e) overcoming racism;
- f) supporting community organisation and mobilisation.

4) Criteria for funding

4.1. General criteria

Initiatives supported through the KDF will:

- a) promote ecumenical consciousness, witness and service;
- b) respect diversity and promote inclusiveness;
- c) promote gender sensitivity;
- d) strengthen inter-religious relationships and cooperation and express solidarity with churches in minority situations;
- e) promote the participation in church and society of women, youth, Indigenous People, Dalits, people living with HIV and AIDS, refugees, migrants, persons with disabilities, racially oppressed and other marginalised groups;
- f) encourage church work with children at risk;
- g) demonstrate solidarity with poor and excluded communities;
- h) promote communication and networking among ecumenical actors through such activities as exchanges, meetings, consultations and campaigns on issues of national, (sub)regional and/or global concern.
- i) Address natural disasters in a manner that does not duplicate the existing emergency relief organised by the state and other relief agencies.

The following types of activities are *excluded* from KDF funding:

- a) projects that consist mainly of capital investment or construction;
- b) projects that consist mainly of ongoing administration or salary and maintenance costs;
- c) study and any other projects submitted by individuals;
- d) individual welfare or medical cases;
- e) long-term development projects;

4.2 Specific thematic criteria

4.2.1. Promoting justice, peace and human dignity

- a) Immediate solidarity response to critical situations in the regions.
- b) Mediation and dialogue on key emerging issues, including peace, healing and reconciliation initiatives.
- c) Response to situations of human rights violation.
- d) Advocacy in relation to economic and environmental injustice and climate change.
- e) Advocacy with and for victims of economic and environmental injustice.

4.2.2. Enabling inclusion and participation of marginalised groups and communities

- a) Initiatives which aim at ensuring their participation in the life of the churches and the ecumenical movement.
- b) Advocacy of the concerns of these groups at appropriate fora.
- c) Initiatives which facilitate and accompany processes of study and reflection on the concerns, experiences and perspectives of these communities.

4.2.3. Supporting capacity-building

- a) Initiatives which help to develop the institutional and organisational capacity of churches, ecumenical or church-related organisations.
- b) Initiatives which strengthen such organisations' impact in civil society through training in areas such as media work, fundraising, campaigning and advocacy.
- c) Initiatives that aim at capacity-building training in areas such as study and analysis, organisational management and advocacy at international fora on the part of movements and communities involved in struggles for justice and inclusion.

4.2.4. Promoting ecumenical theological education

- a) Faculty development (mostly doctoral studies) in any theological discipline for theological institutions and faculties of theology.
- b) Publication of contextual theological literature, library development.
- c) Creative projects on contextual theological curricula.
- d) New models of pedagogy in ecumenical theological education.
- e) Theological education by extension.
- f) Exchange of faculty and theological students for conferences, seminars, short-term teaching, studies and speaking engagements.
- g) Short-term research grants on global ecumenical themes.
- h) Theological association assemblies, workshops and consultations.

4.2.5. Overcoming racism

- a) Initiatives supporting churches and organisations that are actively engaged in addressing the root causes of racism.
- b) Initiatives supporting discriminated groups which are in imminent danger of physical or cultural extermination.
- c) Initiatives aimed at raising awareness and strengthening the organisational capability of racially oppressed communities and groups.
- d) Initiatives supporting churches and organisations that, affirming the oneness of the human race, accompany victims of racial injustice in their efforts to have their rights respected.

4.2.6. Supporting community organisation and mobilisation

- a) Initiatives which enable poor communities to organise themselves, leading to empowerment (making decisions at individual and collective levels in order to effect structural change, taking account of gender/social relations and cultural/spiritual, economic and political spheres of life; building self-esteem; energising communities; enabling hope; making justice possible; lessening dependency).
- b) Initiatives which promote, support and strengthen relations with the churches and seek to influence their understanding and practice of mission.
- c) Initiatives which promote biblical/theological/missiological reflection for social transformation.

5. General conditions

5.1 Applications

- a) Proposals for KDF funding may be submitted by PCC member churches, national councils and regional conferences of churches, theological institutions and other ecumenical or church-related organisations working in an ecumenical context.
- b) Applications should reach the KDF office
 - by 1 February for the March meeting of the KDF Staff Group;
 - by 1 May for the June meeting of the KDF Staff Group;
 - by 1 September for the October meeting of the KDF Staff Group.
- c) In case of urgent or emergency needs up to FJD 5,000 outside of these dates, grants may be approved by the KDF co-ordinator and the concerned PCC staff in consultation with at least one other member of the KDF Staff Group.
- d) Applications must be submitted in the KDF grant application format. The format will be available in three languages – English, French and Spanish – on the KDF webpage. Applications should be submitted preferably in English. If this is not feasible, the applicant should provide an executive summary in English.
- e) Applicant organisations should take care to provide full information and detailed budgets in order to facilitate rapid screening.
- f) Grants will not normally exceed FJD 20,000 for each distinct project or phase of a project. The KDF will not normally provide top-up funding to ongoing projects for which it has previously agreed to provide support.
- g) Applications should provide details of the total financial requirements of the project, with indications of other sources of income where appropriate.
- h) Grants may be awarded to a project holder for more than one project during a calendar year, but not for the same phase of the same project.
- i) Funding for multiple-year and/or multiple-phase projects will be considered; where possible, this should be signalled in the original application.
- j) The KDF Staff Group may consider retroactive funding for projects that began no more than three months prior to the date of the KDF meeting in which the project is assessed.
- k) A financial or in-kind contribution to the project should normally be made by the project implementers. The KDF Staff Group will give preference to applications for financial support that demonstrates personal commitment and involvement by the beneficiary organisation.
- l) The PCC may use the report of the project for information, publicity or fundraising purposes.

5.2 Disbursements

- a) Successful applicants will be required to sign a contractual partnership agreement with the PCC. Such partnership agreements will be signed on behalf of the PCC by the General Secretary.
- b) Grants will be remitted only to a bank account in the name of an organisation.

6. Monitoring, evaluation and reporting

- a) Monitoring, evaluation and reporting of the activities in the regions will be carried out by the implementing organisations.
- b) All activities funded through the KDF will be subject to PCC narrative and financial reporting standards, in accordance with an agreed format and timeline as specified in the partnership agreement. Churches and ecumenical partners which do not submit adequate and timely reports will not be eligible to receive further grants from the KDF. Beneficiary organisations will normally be required to provide a copy of their audited annual financial statements disclosing details of grant receipts and disbursements. In cases where an organisation is not able to fulfil this requirement, the KDF Staff Group will determine a suitable means of verifying the beneficiary's financial report.

- c) The KDF office will prepare an annual summary report, including a synthesis of the individual reports received, photos and stories, to be sent to funding partners and other members of the constituency upon request. This report will be posted on the KDF webpage at www.pcc.org.fj
- d) The KDF will be reviewed on an annual basis to ensure that relevance and effectiveness remains the basis upon which the KDF would ensure key strategic assistance.

Pacific Conference of Churches

For PCC use: Application number:
Received on:
Screening date:
Screening decision:

Pacific Conference of Churches

KAFA Development Fund

Proposal

What are your contact details?

Name of Organization:	
Contact Person:	
Address:	
Phone:	
Fax:	
Email:	
Duration:	
Start Date:	
Finish Date:	
Country/Region/Specific Location:	
Partner Organizations (if any):	
Total Funds Requested:	

Bank account details:

Bank name:	
Full bank & branch address:	
Account name:	
Account number:	

Analysis of the Problem:

Objective(s):

Target Group and Location:

Who will participate? Where are they located?

Project Description:

Expected Outcome:

Monitoring and Evaluation:

How will the project be monitored and Most Significant Change story collected after six months?

Keeping it going:

Please outline how the project will continue after the grant is completed.

Budget Details:

Item	Particulars	Amount	Comment

Declaration:

I declare that the information on this form is correct and understand that if approved, we will conduct this project as outlined above and provide the necessary reports as per the project agreement.

Contact Person:

.....
Print Name

.....
Signature

.....
Position/Organization

.....
Date