Project Guidelines of the Section Universal Church

Who can submit project applications?
- Eligible to apply are dioceses, parishes, religious congregations and ecclesiastical institutions from Africa, Asia, Oceania, Latin America and Eastern Europe. Direct contact with the local project partner is necessary.
- Applications may not be submitted by domestic German groups or associations.

Which projects are supported?
- A white range of pastoral and social projects is supported.
- The focus of funding is on projects that can be implemented with a maximum of € 15,000. An own contribution of approx. 10 % of the project sum is expected. The cost financing of projects is possible if the number of partners is manageable and the overall financing is secured. In addition to project applications, bishops and religious superiors can apply for Mass Intentsions once a year.
- Not eligible for support are:
  - Emergency aid in the event of natural disasters
  - Construction projects in South India
  - Projects with a long-term commitment
  - Running costs (staff and operating costs)
  - Individual case assistance (medical treatment costs, school fees etc.)
  - Study scholarships
- What is required for application processing?
  - The original project application must be sent to us by post. Personally delivered project proposals will not be preferred.
  - The name and address of the applicant and the legally responsible person / institution must be clearly stated.
  - Requests need an original separate, qualified recommendation of the responsible bishop, and/or the order superior with seal.
  - Applications may be submitted in English, French, German, Spanish or Portuguese. Documents in other languages must be accompanied by a translation into one of the above languages.
  - Project applications must contain background information relevant to the project as well as a clearly formulated objective.
  - Depending on the type of project, cost estimates, construction plans, meaningful photos and expert reports must be submitted.

A financing plan for the total costs must include the application sum, the own share and the application for third-party funds.
- Requested and already approved co-financing with other dioceses and relief agencies must be communicated transparently.
- Vehicle applications must clearly state who will be the owner of the vehicle.
- For projects that target children or other particularly vulnerable people, we need information on how their protection will be provided on the spot.

Further Information:
- In the interest of a comprehensive and qualified application processing, we are in contact with relief agencies as well as other dioceses and organisations, if necessary, in order to take their assessment into account in the decision-making process.
- Only one project per diocese can be funded at a time. New applications can only be considered after receipt of the final report of the preliminary project.
- If several projects are applied for at the same time, we need the prioritization of the bishop / superior.
- Due to the large number of applications received and the limited resources available, we also have to cancel projects that formally meet our requirements. Once decisions have been made, they cannot be revised.

Contact

Head of Department 5
Universal Church, Ecumenism/religious Dialogue
Auxiliary Bishop Dr. Peter Birkhofer

Contact persons for projects

Spanish and Portuguese-speaking countries in Latin America and Africa,
Mr. Rodrigo Da Silva
rodrigo.dasilva@ordinariat-freiburg.de
0049-761-2188-240

English speaking countries in Africa and Asia, India
Ms. Katharina Ebner
katharina.ebner@ordinariat-freiburg.de
0049-761-2188-405

French speaking countries in Africa and Asia, Eastern Europe, Mass Intentions (world wide)
Ms. Audrey Drescher-Tresmontan
audrey.drescher-tresmontan@ordinariat-freiburg.de
0049-761-2188-269
**Project Guidelines of the Section Universal Church**

**Who can submit project applications?**
- Eligible to apply are dioceses, parishes, religious congregations and ecclesiastical institutions from Africa, Asia, Oceania, Latin America and Eastern Europe. Direct contact with the local project partner is necessary.
- Applications may not be submitted by domestic German groups or associations.

**Which projects are supported?**
- A white range of pastoral and social projects is supported.
- The focus of funding is on projects that can be implemented with a maximum of €15,000. An own contribution of approx. 10% of the project sum is expected. The co-financing of projects is possible if the number of partners is manageable and the overall financing is secured. In addition to project applications, bishops and religious superiors can apply for Mass Intentions once a year.
- Not eligible for support are:
  - Emergency aid in the event of natural disasters
  - Construction projects in South India
  - Projects with a long-term commitment
  - Running costs (staff and operating costs)
  - Individual case assistance (medical treatment costs, school fees etc.)
  - Study scholarships

**What is required for application processing?**
- The original project application must be sent to us by post. Personally delivered project proposals will not be preferred.
- The name and address of the applicant and the legally responsible person/institution must be clearly stated.
- Requests need an original separate, qualified recommendation of the responsible bishop, and/or the order superior with seal.
- Applications may be submitted in English, French, German, Spanish or Portuguese. Documents in other languages must be accompanied by a translation into one of the above languages.
- Project applications must contain background information relevant to the project as well as a clearly formulated objective.
- Depending on the type of project, cost estimates, construction plans, meaningful photos and expert reports must be submitted.
- A financing plan for the total costs must include the application sum, the own share and the application for third-party funds.
- Requested and already approved co-financing with other dioceses and relief agencies must be communicated transparently.
- Vehicle applications must clearly state who will be the owner of the vehicle.
- For projects that target children or other particularly vulnerable people, we need information on how their protection will be provided on the spot.

**Further Information:**
- In the interest of a comprehensive and qualified application processing, we are in contact with relief agencies as well as other dioceses and organisations, if necessary, in order to take their assessment into account in the decision-making process.
- Only one project per diocese can be funded at a time. New applications can only be considered after receipt of the final report of the preliminary project.
- If several projects are applied for at the same time, we need the prioritization of the bishop/superior.
- Due to the large number of applications received and the limited resources available, we also have to cancel projects that formally meet our requirements. Once decisions have been made, they cannot be revised.

---

**Contact**

**Head of Department 5**  
Universal Church, Ecumenism/religious Dialogue  
Auxiliary Bishop Dr. Peter Birkhofer  
Erzbischöfliches Ordinariat  
Section „Universal Church“  
Schoferstraße 2  
79098 Freiburg i. Br.

**Contact persons for projects**

- **Spanish and Portuguese-speaking countries in Latin America and Africa**, **English-speaking countries in Asia (except India)**  
  Ms. Monika John  
  monika.john@ordinariat-freiburg.de  
  0049-761-2188-240

- **English speaking countries in Africa and India**  
  Ms. Katharina Ebner  
  katharina.ebner@ordinariat-freiburg.de  
  0049-761-2188-405

- **French speaking countries in Africa and Asia, Eastern Europe, Mass Intentions (world wide)**  
  Ms. Audrey Drescher-Tresmontan  
  audrey.drescher-tresmontan@ordinariat-freiburg.de  
  0049-761-2188-269