

 FAIB Fondazione “aiutare i bambini” Via Ronchi 17, 20134 Milano tel: 02 70 60 35 30 fax: 02 70 60 52 44 info@aiutareibambini.it www.aiutareibambini.it			MOD 27 PRO 06.05 bis
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Guidelines for the presentation, approval and support of projects

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1. Introduction

“aiutare i bambini” Foundation supports projects in favor of vulnerable children at risk of social exclusion all over the world. This document’s aim is to give you instructions on how to present a request of help to “aiutare i bambini” Foundation.

We encourage you to ask for our economic support in case your project presents situations such as the ones listed down.

2. Mission and values of “aiutare i bambini” Foundation

In order to establish a constructive partnership between “aiutare i bambini” and your organization, please read carefully our mission and values:

- “aiutare i bambini” is a secular and independent Foundation that supports projects both in Italy and in the developing countries without discrimination of sex, ethnicity, religious faith or political belief.
- “aiutare i bambini” Foundation draws its inspiration from the universal principles of brotherhood and human solidarity and from the International Convention on the Rights of the Child approved by the United Nations in 1989.
- The mission of “aiutare i bambini” Foundation is to support children who are poor, ill, with no education, or who have suffered from physical or moral abuses and give them the opportunity of a better future.

“aiutare i bambini” Foundation supports projects for children in the following areas:

- Child care (food and water supply, accommodation)
- Child sponsorship¹
- Education and training/instruction (didactic material and general school expenses)
- Health care (medicines, medical facilities, hospitals)

¹ *“aiutare i bambini” child sponsorship programmes are on a one to one basis: the children involved in the project won’t have to be sponsored by third parties.*

3. Guidelines to the presentation, approval and support of the projects

New applicants are advised to present a MICRO-PROJECT in the sectors of PRIMARY EDUCATION, HEALTH CARE or CHILD CARE.

MICRO-PROJECTS should have the following characteristics:

- provide a rapid and concrete answer able to respond to the immediate needs of the children
- consist of easy and tangible activities
- have a limited cost, with a maximum contribution from "Aiutare I bambini" of Euro 15.000
- have a short term perspective, aimed at satisfying an immediate need.

After the project's completion, a systematic evaluation of the results achieved will be carried out.

The positive evaluation of the results may lead to the development of a PROGRAMME, consisting in a long term series of projects aiming at resolving a complex need situation.

The priorities on which "aiutare i bambini" Foundation plans to develop long-term programmes are linked to the Millennium Development Goals (MDGs). In specific:

- 1) MDG 1: "eradicating extreme poverty and hunger" - promoting agricultural development and food self sufficiency; MD7: "ensure environmental sustainability" – increasing water access.
- 2) MDG 4: "reduce child mortality rate" and MDG 5:"improve maternal health": sanitary measures for mothers and children aged 0-5.
- 3) MDG 6: "combat HIV/AIDS" – aiming at preventing and treating HIV/AIDS.
- 4) MDG 2: "achieve universal primary education" - followed by long term interventions through child sponsorships.

3.1 GENERAL NORMS REGULATING THE PROJECT'S PRESENTATION

- In order to apply for a financial support, you need to fill in all the parts of the project submission form that can be found on the web site www.aiutareibambini.it in the section "present a project".
- "aiutare i bambini" Foundation only supports projects that are directly addressed to children up to the age of 18.
- The support of "aiutare i bambini" will be issued through:
 - money or material goods to the projects;
 - consultancy in the planning, organization and management of projects, also through its volunteers.
- "aiutare i bambini" Foundation exclusively support projects submitted by LOCAL Organizations (associations, hospitals, schools, communities) that present legal acknowledgment and are managed by someone who lives in the place where the project will be carried out. The project coordinator must be the main responsible of the project's objectives achievements. He/she has the following responsibilities towards "aiutare i bambini":
 - project's operational management;
 - care and assistance of the children involved in the project;
 - management of funds and material goods received from "aiutare i bambini"
 - communication with "aiutare i bambini".

Any other partner Italian organizations (NGOs, religious congregations etc) will represent the stakeholders that may contribute in financing the project and can as well facilitate the communication between “aiutare i bambini” and the project coordinator.

- “aiutare i bambini” Foundation does not support single cases.
- “aiutare i bambini” Foundation doesn’t normally support projects lasting more than one year. Any project extension will therefore have to be presented as a new project.
- “aiutare i bambini” Foundation usually supports only part of the expenses (co-financing), since we expect the requesting organization to partially finance its project in order to show its sustainability. Our monetary contribution will depend upon the characteristics of both the project and the requesting organization.
- As far as the projects abroad are concerned, the expenses that “aiutare i bambini” can contribute to cover are about material, equipments and activities. All the expenses will have to be listed and organized on the financial plan in the project submission form.

The expenses NOT COVERED by “aiutare i bambini” Foundation are about expatriate staff’s salary and the general expenses of the requesting organization in Italy.

3.2 PROJECT’S APPROVAL

“aiutare i bambini”’s project evaluation is carried out by a Technical Committee in private, with freedom of judgment, and on a basis of objective selection criteria (parameters) which assign a score to each project.

The projects are analysed on a monthly basis by the Technical Committee and on a quarterly basis they are submitted to the approval of the Board of Directors. This procedure enables “aiutare i bambini” Foundation to approve the projects in a very short time, and to give a straight and quick answer to the projects presented.

The selection criteria analyse the following:

- 1) The situation of the children
- 2) The characteristics of the project
- 3) The characteristics of the requesting organization.

1) The situation of the children

On the basis of the information given from *Form B*, “aiutare i bambini” will evaluate:

- a) The economic poverty level and the lack of basic services;
- a) the presence of illness and physical or psychological handicap affecting the children;
- b) the lack or bad quality of school and education;
- c) the presence of social marginalization in the children’s life;
- d) the gravity and urgency of the intervention for the children’s life.

2) The characteristics of the Project

The following will be evaluated:

- a) The coherence, clarity and efficiency between the children needs and the project proposed;
- b) the tenability of the project, i.e. the capacity of the project to be sustainable in the future even with no intervention from “aiutare i bambini” Foundation;
- c) the benefits brought by the project to the community where the children live;

- d) the presence of other institutions supporting the project submitted and the previous experience of the requesting organization in carrying out similar projects.

3) The characteristics of the requiring organization.

The following will be evaluated:

- a) The ability of the requesting organization to manage the project and to communicate with “aiutare i bambini”;
- b) The presence and the role of the project’s coordinator in the place where the project takes place.

3.3 PROJECT’S FUNDING THROUGH PERIODIC INSTALMENTS

Once the Board of Directors approves a request, the instalments are regulated by an ethical contract, subscribed both by “aiutare i bambini” and the requesting organization. The progressive phases of the projects are drawn up in a clear and transparent way on the ethical contract.

The ethical contract is therefore the main document that sets up and defines the responsibilities and commitments of both “aiutare i bambini” and the requesting organization. The instalment will be issued only upon its signature and full acceptance from both parties.

“aiutare i bambini” financial contribution is normally divided into two or three separate instalments, that correspond to the achievement of precise objectives and to the reporting materials which must be submitted by an agreed deadline (the reporting material is the description of the activities and the description of the use of the contribution given). A guide to the reporting of the projects is given once the contract is subscribed.

The first instalment is normally issued once the contract has been signed, whilst the following ones are sent after an accurate evaluation of the reporting material sent and requested in the contract. The last instalment is normally sent after the project’s ending and after presentation of a final report (following the indications of the “guide for project reporting”).

Only after the reception and acceptance of the final reporting, a new project or an extension of the one already presented can be submitted to the Foundation.

TRANSPARENCY: “aiutare i bambini” reserves the right to request the original receipts of the expenses covered by the Foundation, as well as to send its staff for a technical evaluation on the status of the project.

MODIFICATIONS: the project coordinator will have to communicate immediately to the Foundation any variations regarding the budget or the activities implemented.

4. Information and Contacts

If you want to submit a project or further investigate the possibility to formulate a request, please visit our Web-site, or contact us at the following address:

Fondazione “aiutare i bambini” - ONLUS
Via Ronchi 17 - 20134 Milano - Italy
Tel. +39.02.70603530 - Fax +39.02.70605244
E-mail: progetti@aiutareibambini.it
Web site: www.aiutareibambini.it