



THE ITTF FOUNDATION - DREAM BUILDING FUND

Application guidelines 2021

Call N°3 – Projects Starting April 2022

CONTACT

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1. DREAM BUILDING FUND GUIDELINES

The ITTF Foundation creates life changing opportunities for people around the world. Together with you, working hand in hand on your project, we can reach many more people, we can implement many more projects and have a much greater impact.

This document serves as a “Welcome Pack” to potential applicants. Please note, it is important for any potential applicant to go through this document in detail before applying. Please be aware, that all applications will be reviewed and rated through a scoring system and only considered if: the application is received by the deadline, the application is completed and that the project proposal is in line with the requirements of these guidelines.

1.1 THE DREAM BUILDING FUND

The Dream Building Fund aims to provide local humanitarian projects, using table tennis for positive social outcomes in line with the United Nations Sustainable Development Goals (UN SDGs), with the support needed to implement development projects that support the ITTF Foundation strategic priorities and that align with their own project social impact goals. The Dream Building Fund is based on the idea of partnership where every stakeholder contributes to the success of the project. This support is not solely financial costs but includes value in kind support for, resources, expertise, knowledge, equipment etc. The purpose of the support offered by the Dream Building Fund is to measure the impact of projects, learn from them and gradually support further projects which are sustainable (with an exit strategy).



1.4 FUND FRAMEWORK

1.4.1 PROJECT ELIGIBILITY CRITERIA

Any legally established (registered), locally recognized and non-profit table tennis, sport or social organisation with a project of bringing about positive change in its local or foreign environment through the means of table tennis is eligible to apply.

The focus areas are the UN SDG. Applicants will need to select which UN SDG their project is linked to: What change, for which target group is this project for?

Selection criteria:

- Must have a social/humanitarian impact goal, linked to a UN SDG (or target group)
- Must involve Table Tennis as a tool for change
- Must have a point of contact who speaks English and has access to internet
- Must have the capacity to carry out regular reporting in English
- Must have a registered organisation overseeing the project
- Must make a case for its needs and answer the question why they need support (coaching, equipment, communication, event etc.)
- Will to use social media and work with the Dream Building Fund to develop the projects communication plan.
- Must fill in the application criteria by the deadline
- Must demonstrate the capacity to contribute at least 10% (more will be a positive indication of the sustainability of the project) of the total sum of the Project

1.4.2 CO-FUNDING AND GRANT DURATION

The continued support is dependent upon:

1. The overall respect of the agreement

The regular delivery of quality Monitoring and Evaluation reporting (template and expectations will be agreed and provided by the Dream Building Fund to successful applicants).

2. A co-financing scheme and implementation of the exit strategy:

- Committed 10% co-funding contribution has been implemented.
- Demonstrate increased diversified sources of income and funding as internal or external support.

1.5 MONITORING AND EVALUATION

One of the main focuses of the Dream Building Fund is supporting projects towards self-sustainability. The Fund is looking for projects which have a long-term impact and are looking to be self-sustainable and not dependent on international funds/grants.

By the end of the 2-3 years the project will be seen as sustainable if there is (1) adequate coaching knowledge; (2) local oversight of the programs; (3) the respectful use and maintenance of equipment; and (4) positive social impact for the local target group that is to see the benefit in these programs. This means, the selected projects will display the will to find local solutions, through local networks and partnerships which can support the project in the long term.

In order to ensure this, regular reporting will be expected from the projects. A template for the monitoring and evaluation reporting process will be provided to the selected project by the Dream Building Fund. A contact person close to the project will be expected to take on this role.

Once selected the local project lead will together with the Dream Building Fund team agree upon a suitable monitoring and evaluation process and timeline as to ensure local relevance and adaptability.

Example from past editions:

Reporting Deadlines Overview – 2021

Reporting Deadline	1st Quarter 2021			2nd Quarter 2021			3rd Quarter 2021			4th Quarter 2021			2022
	10 th Apr	10 th May	10 th Jun	10 th Jul	10 th Aug	10 th Sept	10 th Oct	10 th Nov	10 th Dec	10 th Jan	10 th Feb	10 th Mar	10 th Apr
Monthly · Participation Data · Story of Change · M&C data · Pictures	March Monthly Report Due (Except in Year 1)	April Monthly Report Due	May Monthly Report Due	June Monthly Report Due	July Monthly Report Due	August Monthly Report Due	September Monthly Report Due	October Monthly Report Due	November Monthly Report Due	December Monthly Report Due	January Monthly Report Due	February Monthly Report Due	March Monthly Report Due
Quarterly · Quarterly Report · Skype Call (<i>upon request</i>)				Apr–June Quarterly Report Due + Optional Skype Call			Jul–Sep Quarterly Report Due + Optional Skype Call			Oct–Dec Quarterly Report Due + Optional Skype Call			Optional Skype Call
6 Monthly · Financial Report · Bank Statement · Receipts/Invoices · Expense Ledger				Jan–Jun 6 Monthly Report Due (1 st time 3 months Apr-Jun)						Jul–Dec 6 Monthly Report Due			
Annually · Annual Report													Apr – Mar Annual Report Due



2. GRANT APPLICATION & SELECTION PROCESS

2.1 OVERVIEW



2.2 SELECTION CRITERIA

The review of the submitted projects will be undertaken by the Dream Building Fund Panel. To be considered for support, proposals must be in line with the application criteria. Applications with missing documentation (e.g. signed support letter, budget template, action plan etc.) will not be eligible, reviewed or considered.



Proposals that fulfil the application criteria will be scored using the following criteria:

- Relevance of the project – 25%
- Quality of the project design and implementation proposal of the project – 25%
- Impact and dissemination of the project – 25%
- Sustainability of the project – 25%

Relevance of the project (25%)	<ul style="list-style-type: none"> - Identifying the needs of the target group. - Understanding of the reality and root of the issue being tackled. - Clear impact on the selected UN SDG(s). - Realistic impact goals. - Respect of the eligibility criteria.
Quality of the project design and implementation (25%)	<ul style="list-style-type: none"> - Clarity, completeness and quality of all phases of the project proposal (preparation, implementation activities and reporting). - Consistency between project objectives, outcomes and proposed activities. - Consistency between the timeline and the proposed activities. - Consistency between the project proposal and the budget presented. - Quality of the communication with the contact person responsible for the project.
Impact, and dissemination of the project (25%)	<ul style="list-style-type: none"> - Quality, measurable key performance indicators or SMART objectives described as potential impact of the project. - The quality of the project action plan, timeline and budget. - Contribution to identified UN SDG. - Regular reporting, will to use social media and work with the Dream Building Fund to develop the projects communication plan.
Sustainability of the project (25%)	<ul style="list-style-type: none"> - Capacity of project in securing co-funding. - Capacity of project to carry out reporting. - Will to develop a strategy in order to be self-sustainable. - Capacity of the project to activate and build a local support network. - Ability of the organisation to continue activities upon conclusion of the project.