

## Guidelines for the allocation of KED funding in the Evangelical Lutheran Church in Bavaria

### Funding of ecumenical encounter programs

#### I. Aims of ecumenical encounter programs

1. Trips are to serve the purpose of direct encounter and experience between individuals, groups, parishes, churches, institutions within their respective religious, social, cultural, political and ecological context.
2. Ecumenical encounter programs are to some extent educational measures and pursue the following aims:
  - promote ecumenical awareness and the sense of ecumenical community;
  - promote the mutual ecumenical learning process, break down prejudice and help promote perception of social realities and reciprocal dependencies so as to provide stimuli for change;
  - clarify one's own motivation and development goals and work with partners on strategies to achieve more equitable economic, social and political conditions as well as commit to preserving the environment and a building a participatory world society;
  - facilitate ecumenical learning: acknowledge, respect and relate to the values and distinctive nature of different systems, culture and forms of living and develop mutual sharing as a fundamental expression of community;
  - encourage and empower others to engage proactively in change and adopt a spirituality geared towards justice, peace and the protection of Creation;
  - reinforce the understanding and experience that the Church is essentially the community of Christ on a world scale.

#### II. Requirements for the funding of ecumenical encounter programs

1. Partnership relations of church communities, respectively deaneries and institutions are to be developed with partner churches of the Evangelical Lutheran Church in Bavaria.
2. Ecumenical encounter programs must be fundamentally and demonstrably integrated (e.g. by means of a statement issued by responsible bodies, institutions or committees (cf. information sheet) in a longer-term program of education, action and responsibility.
3. Those undertaking the trips are delegates of their parish, deanery or initiative group. A written confirmation must be submitted.
4. There must be a written invitation from the partners.

5. The duration of the stay with the partners must amount to a minimum of 75% of the total trip duration, no less, however, than 14 days.
6. Those undertaking the trip should be capable of providing feedback on the situation in their home country and church (history, culture, ecology, politics etc.).

III. Conditions (for youth trips, see appendix "Additional guidelines for youth encounter programs with church partners")

1. Participants must be multipliers. There must be a guarantee that they share the experience gained with a broader group of people.
2. Trips should focus on a limited region (no tours or sightseeing trips) and should in general last at least 21 days. This requirement can be waived in the case of justified exceptions. In such cases the KED Funds Allocation Committee (VA-KED) reserves the right to reduce the amount of funding. No funding is provided for trips with a total duration of less than 14 days.
3. A maximum of four individuals are funded per trip. In consideration of partners, the group size should not exceed a total of 8.
4. Funding of repeated trips by one and the same person is possible in justified cases (e.g. group leader and interpreter).
5. No funding is provided for development-related overseas missions undertaken by individuals.
6. One family member is funded for each trip. In the case of justified exceptions, 50% funding can be provided for a second family member.
7. The group should be balanced in terms of age and gender. If it is not possible to achieve such a balance, the KED Funds Allocation Committee (VA-KED) reserves the right to reduce the amount of funding. However, it is possible to obtain funding for groups engaged in special church encounter programs relating to work specifically with men and with women.
8. No funding is provided for study trips.
9. Trips may not be tendered publicly. A rationale must be provided for any exceptions.
10. No funding is provided for trips serving the purpose of project controlling.
11. These guidelines are also valid for trips undertaken by full-time Church personnel insofar as no other regulations apply.

IV. Preparation

1. The partners concerned should be involved in drawing up and planning the program from the outset.

2. One to two development related focus topics must be jointly selected and prepared by both partners.
3. The trip must be prepared intensively. Several meetings or study days are required for all those involved. Communication with the Partnership and Community Department about the planning process is required from the outset.
4. When planning encounter programs, sufficient time must be allowed for sharing the encounter and exchange experience itself, as well as time for reflection on day-to-day impressions and group processes.
5. German nationals undertaking a trip are expected to acquire a basic knowledge of the language of the host country. It is important to ensure there is a common language.

#### V. Follow-up

1. Since ecumenical encounter programs are fundamentally developed out of long-term relations, thorough assessment and follow-up work is absolutely crucial. Those undertaking the trip are required to communicate insights they have gained through reports, at events in parishes and in the public sphere.
2. Those undertaking a trip are required to report to sponsors, to the departments which have provided financial and other support and to the partners.
3. A written report must be submitted to the KED Funds Allocation Committee (VA-KED) (no more than three pages). This is mandatory for a funding extension. The report must include a critical analysis of the main learning outcomes of the trip as well as the accomplishment or non-accomplishment of planned goals. A look ahead to further partnership work is also expected (see form in the Partnership and Community Department).
4. Subsidy accounting must reflect the finance plan contained in the application, including a report and evidence of the use of the funds, submitted within the three months to the "Ecumenical Project" office of the Evangelical Lutheran Church in Bavaria. A copy of the report is to be sent by the applicant to the Partnership and Community Department of Mission EineWelt.

#### VI. Application

1. The Partnership and Community Department is to be informed of the occasion/purpose of the trip, number of participants, place and date in a preliminary application submitted twelve months prior to the trip. The Partnership and Community Department presents the preliminary application at each session of the Funds Allocation Committee (VA-KED) in the form of a list. Funding for applications outside the twelve-month deadline will be reduced by 10%. Preliminary applications submitted six months or less prior to the beginning of the measure will receive no funding.
2. After consultation and comment by the relevant office (see information sheet) the application in due form (see application form) is to be submitted to the KED Funds Allocation Committee (VA-KED) no later than six months prior to the trip.
3. If a deanery has relations with partners in various countries or in various regions of a country, these are subsidised independently of one another. Within a partner relationship, however, only one encounter per year is subsidised (either youth group or women's group etc.).

4. Generally speaking, there is a two-year interval between one encounter program and the next. In the case of youth measures and in the case of justified exceptions (trips to and from a partner church), trips may be organised in successive years. Care should be taken to ensure that applications are submitted in good time. However, no more than two encounter programs will be subsidised within a period of four years. This applies likewise to partnerships which are still being established and to youth encounter programs.
5. The application form is to be used when applying to the Funds Allocation Committee (VA-KED). The following documents and details are to be submitted along with the application form:
  - Background/previous history
  - Goals: at least one focus in the area of development-related learning/ecumenical learning
  - Program which clearly reflects the goals and focus issues
  - Written invitation from the church partners
  - Written mandate from the deanery or the relevant church institution (deanery, etc.)
  - Statement by the consulting office
  - List of participants with details of age, profession, address and role within the church community and/or deanery
  - Cost and finance plan
6. Significant alterations (program changes or a change in the order of trips to and from the partner church) are to be communicated and agreed on prior to implementation. Measures which have already been implemented cannot be subsidised.

#### VII. Funding of trips by partner churches

Return visits are a crucial part of ecumenical encounter programs.

1. The guidelines for ecumenical encounter programs apply equally to trips undertaken by partner churches.
2. Visits by partner churches are to be applied for according to the guidelines.
3. Generally speaking, return visits cannot be funded until two years after completion of the outward visit. An exception to this is partnerships still being established and youth encounter measures. However, no more than two encounter programs can be funded within a period of four years.

## Additional guidelines for youth encounter programs with church partners

### 1. JPE Conferences

The JPE Conference offered at national level by the aej every November is binding for applicants attending measures in the subsequent year. In order to reflect the binding character of this event, non-attendance entails cancellation of 10% of the funding sum applied for.

### 2. Age of participants

- Generally speaking, participants must have turned 18 before leaving the country. Clear attention must be drawn to any exception.
- Up to two individuals in one group may be younger than 18 but must be aged over 16. The under-18-year-olds must have completed youth group leader training and are required to provide evidence of this by submitting their youth group leader card (JuLeiCa).

### 3. Group size

- Generally speaking, a group will consist of eight people (including the group leader).
- On condition that both partner groups agree on the fact that trips to and from partner churches are to involve groups of more than 8 people, the following exception applies: the group may consist of 10 people including the group leader.
- A maximum of 6 people per group will be subsidised.

### 4. Duration of encounter trip

A youth encounter measure should last at least 21 days. Country-specific exceptions must be justified.

### 5. Interval between ecumenical youth encounters

As a fundamental principle, the Protestant youth should plan incoming and outgoing programs as part of a single overall concept. A period of four years is to be planned for one cycle (incoming and outgoing trips). The return visit may take place no sooner than after 12 months and no later than after 24 months.