

GUIDELINES FOR PARTNERS

As a Catholic humanitarian aid agency, Caritas Japan has cooperated with emergency relief services and grassroots development programmes all over the world based on the ideal of 'Human Development' through our partnership network of Caritas Internationalis.

Respecting the ideal of partnership, Caritas Japan promotes solidarity and cooperation with the poor, the politically oppressed, the marginalized and the culturally alienated. Therefore, we give priority to projects and programmes such as health care, food and nutrition, education for women and children which enables these people to be self-reliant.

Our humanitarian aid is also based on respect for human dignity and human rights according to the values of the Gospel of Christ Jesus. Caritas Japan considers training and raising awareness in education to be an essential aspect of any human development programme.

We DO NOT fund administrative cost, pastoral activities, purchase of vehicles and personal or private needs such as assisting tuition fees or supplementing hospital fees. Please note following points in your proposal to us.

1) GENERAL BACKGROUND

Indicate problems and situations of the project / programme area, regional and national.

Explain the influence and/or the outcome of the project / programme to beneficiaries.

2) PROJECT OBJECTIVES

State the goal of the project / programme clearly.

3) PROPOSED ACTIVITIES/SUMMARY

Specify details of proposed activities, its difficulties and implementation.

Also add a brief summary of the proposed programme/project.

4) BENEFICIARIES TARGET POPULATION

Indicate the possibility of beneficiaries' participation, and the outcomes of their participation.

5) PROJECT OUTCOMES

Overall evaluation of the project / programme, your expected results and impact.

6) MONITORING AND EVALUATION SYSTEM

Explain your monitoring and evaluation procedure.

7) BUDGET

Budget should be presented as a balance sheet. Amount should be indicated in both local currency and international currency such as US dollar. If you have applied to other agencies for this proposal or the project / programme will be funded by several agencies, please indicate names of such agencies.

8) YOUR ORGANISATION

Please enclose any information on your organisation, such as latest Annual Report.

9) WHY WITH US?

Please indicate your reason of choosing Caritas Japan as a partner.