INSTRUCTIONS FOR PRESENTATION BY EXTERNAL BODIES 2027

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1. Introduction

The following instructions and related *Forms* are reserved for organisations sponsored by churches, organisations directly emanating from churches and internal bodies of the UCEBI.

In accordance with Article 2 of Law No. 34 of 12 March 2012, the Christian Evangelical Baptist Union of Italy (UCEBI) contributes to the distribution of the Otto per mille share of personal income tax, allocating the sums donated by the State for this purpose to welfare, cultural, social and humanitarian projects in Italy and abroad.

Please read these instructions carefully, as well as the information provided in the *Application Form*. All *Forms* are available on the website www.ottopermilleucebi.org in the section *Area bandi e Modulistica Otto per mille - Progetti da presentare esterni - ENG*.

The UCEBI Otto per mille Service is available for any further information at the contact details provided below. However, **before requesting clarification, please read these instructions carefully, as well as the FAQs** (Frequently Asked Questions) available on the website:

FOR PROJECT SUBMISSIONS

Tel: +39 06 83969604 - 344/1841998 - email: ottopermille@ucebi.it

FOR REPORTING AND DISBURSEMENT

Tel: +39 06 83969603 - 340/7241808 - email: rendicontazione.8x1000@ucebi.org

2. Areas of intervention

The areas eligible for Otto per mille funding include welfare, cultural, social and humanitarian initiatives. Applicants may select only **one** type of intervention per project. Projects may be implemented either in Italy or abroad.

- **Welfare**: support and assistance projects for people in need (food banks, pharmaceuticals, canteens, health care, etc.)
- **Cultural**: projects for the promotion of culture and the arts (libraries, exhibitions, conferences, film reviews, theatrical performances, etc..)
- **Social**: projects that have an impact on society, in the neighborhood, in the reference context (training courses, courses for foreigners, activities for young people, etc.)
- **Humanitarian**: projects, mainly abroad, to support humanitarian and environmental disasters, conflicts, etc.

3. Eligibility for grants

3.1 Eligible organisations

Applications may be submitted by organisations that are:

- non-profit-making, based in Italy
- established and operational for at least two years at the time of application and have submitted at least two financial statements or operating reports

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3.2 Ineligible organisations

Organisations that, although not-for-profit, are excluded due to the nature of their activities or lack of specific requirements, **are not eligible to apply:**

- political parties and movements and their organisational structures
- trade unions, patronage or trade organisations
- professional and amateur sports associations (except those operating mainly in favour of disadvantaged individuals)
- recreational associations and groups (including local tourist boards)
- non-profit public bodies
- local branches of bodies or associations without independent accounting

The following are also excluded:

- organisations that promote discriminatory behaviour or ideological, political or religious conditioning
- individuals whose aims are incompatible with those of UCEBI
- public bodies
- profit-making entities/companies of any kind
- individuals

3.3 Requests not eligible

Even if submitted by an eligible entity, **applications from entities that have already received funding from the Otto per mille UCEBI for two consecutive years in the previous four-year period will not be considered**. Example: if an organisation has received OPM UCEBI funding in both 2024 and 2025, it will not be able to submit new applications in the 2026 and 2027 calls for proposals. The same organisation will be able to reapply for Otto per mille funds starting from the 2028 call for proposals.

3.4 Eligible expenses

Only expenses related to the implementation of the project are considered eligible, in particular:

- personnel expenses (for staff directly involved in activities intended for final beneficiaries)
- expenses for the purchase of small equipment **strictly necessary for activities intended for the final beneficiaries**, consumables, capital goods, minor furnishings, etc. (rentals, including long-term rentals, are permitted)
- expenses for the purchase of services
- expenses for training activities for operators and volunteers, promotional and dissemination activities
- reimbursement of accountable expenses
- expenses for insurance coverage
- property management expenses (e.g. minor routine maintenance strictly necessary for the performance of project activities, utilities, rents, etc., provided that they are expressly attributable to the project, even on a pro rata basis)
- **accessory costs (administration and secretarial services, travel and business trips, overheads)**

3.5 Ineligible expenses

The following expenses are considered **ineligible**:

- overhead costs (design, coordination, reporting, etc.)
- capital expenditure (including leasing purchases)
- expenses related to fundraising events
- expenses related to sponsorship initiatives

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- expenses related to promotional or commercial initiatives
- expenses for the organisation's commercial development projects
- expenses that did not involve an actual monetary outlay by the organization and are therefore not reportable (e.g., the valuation of volunteer work)

4. How to apply

4.1 How to submit requests

- Applications may be submitted **from 1st to 26th February 2027 at 13:00** and exclusively by completing the online ***Form for external projects***. The *Form* must be completed in Italy.
- Each organisation may submit only one project as lead partner, but may be a partner in other projects.
- The maximum amount that can be awarded per project is € 30,000. Please ensure that all amounts are entered as whole numbers, without decimals.
- The proposing organisation must guarantee a **co-financing share of no less than 20% of the total cost of the project**, which may also be covered by external funding and partners. Please ensure that all amounts are entered as whole numbers, without decimals.
- The share of costs to be covered by the organization, as indicated at the project submission stage, must remain unchanged even if the funding granted by OPM UCEBI is lower than the amount originally requested.
- It is not necessary to submit any documentation from any partners, except for a letter of intent from the partner, as required in point 4.2, using the designated *Letter of Intent Template*.
- You may stop filling out the form at any time, save your progress, and resume later. However, documents can only be attached when the application is submitted. To make completion easier, the forms include a PDF preview that provides an overview of the required information and can be used to prepare a draft of the project, if needed.

4.2 Documents to be attached to the application

The following documents, **duly stamped and signed by the legal representative**, **must be attached** to the funding application **in PDF format** (each file must **NOT exceed 10MB** in size):

- letter from the UCEBI sponsor (church, association directly affiliated with the church, UCEBI internal body): please note that **sponsors and partners are two different entities**: the sponsor (mandatory) is the UCEBI organisation that enables you to take part in the call for proposals; the partner (if any) is an organisation that collaborates on the implementation of your project.
- copy of the memorandum of association
- copy of the articles of association
- copies of the financial statements or balance sheets for the last two years
- copies of the resolutions approving the financial statements/balance sheets by the competent body
- report of the control body (if required by the articles of association or by law)
- copy of the tax code attribution document issued by the Revenue Agency
- copy of the identity document of the legal representative
- project budget, completed using the appropriate *Form*. The expenditure items and amounts indicated cannot be changed after the application has been officially submitted: it is therefore recommended that you check them carefully before submission.
- VAT *Form*

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Any subsequent changes to the articles of association or legal representation must be promptly communicated without delay to the Otto per mille Presentation Service.

Where applicable, the following documents **must be attached in PDF format, duly stamped and signed by the legal representative**:

- **Letters of intent from project partners**, signed and prepared in accordance with the *Form* provided
- **Documentation on real estate** (title deeds or other real rights of use), in the case of projects involving land or buildings

During the preliminary investigation, the Otto per mille Presentation Service may request additional information, clarifications or further documentation to support the assessment.
Applications lacking the required documentation, containing errors or with non-compliant budgets will not be admitted to the preliminary investigation.

4.3 Project data update

If funding is requested for activities previously submitted to OPM UCEBI, it is recommended to update the data. For example, by highlighting the progress achieved so far and any changes in activities. **Copying and pasting content from one year to the next, especially in descriptive sections, should be avoided.** This requirement to update the project also applied if the project was excluded in the previous year.
The title of the project must remain unchanged with the addition of the phrase **"Edition ..."** followed by the year of funding. (e.g. for a request for OPM 2026 funds, the title must be "Italian course for foreigners - Edition 2026").

4.4 Assessment and selection of the application

Applications deemed eligible on the basis of the requirements will be evaluated comparatively on the basis of general criteria relating to the effectiveness of the intervention or activity in the territory, the sustainability of the intervention and the adequacy of co-financing, the structure/reliability of the organisation, a qualitative assessment of the initiative, and the completeness and consistency of the documentation.
The selection of applications and the allocation of grants will be made at the sole discretion of the Executive Committee of UCEBI, and **no information will be provided regarding the reasons for exclusion**.

4.5 Notification of selection results

The Otto per mille Presentation Service will not individually communicate the outcome of the evaluation: **approved projects will be published** on the website www.ottopermilleucebi.org in the *Transparency section* **by 30 September of the funding year**; therefore, please do not request information on this matter before that date.

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