GUIDE FOR SUBMITTING PROJECTS TO GAM asbl

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This is a guide for GAM asbl project managers. It includes aspects to consider when submitting a project proposal to the association, as well as during and after the implementation of approved projects.

1. Project proposals must be submitted using the INDICATOR FORM or PROJECT FORM. Preferably, all fields on the form should be completed; if not, at least those marked with an asterisk should be filled in. This form must be sent by email to info-gam@gam-asbl.com before the deadline of 30 September each year for projects to be launched from January of the following year.

2. All proposals (including budgets) received will first be evaluated by the GAM project management team and must then be approved, first by the Board of Directors and then by the General Assembly of GAM asbl. The outcome of the approval of projects for the following year by the GAM Board of Directors will be officially communicated to beneficiaries via the association's email address: info-gam@gam-asbl.com.

3. The project presented must demonstrate both the response and results it offers to the needs of local communities and the element of sustainability, which guarantees the continuity of the project over time, even after the technical and financial support of GAM asbl has ended. In turn, the sustainability of the project must aim to achieve economic prosperity, environmental integrity and social equity.

4. Priority will be given to projects that contain elements that help reduce social injustice and poverty, contribute to environmental protection and/or promote women's empowerment and participation in local committees. These committees will also be composed of members of the local community who wish to collaborate in the comprehensive development of the community they represent, as well as the project manager, who will be GAM's representative or spokesperson in the destination country. The local committee will be responsible for ensuring the sustainability of the project.

5. Projects must be submitted in English, French or Spanish.

6. Projects must be financed by GAM asbl and the local community, with the latter contributing as much as it can afford, but in any case at least 10% of the total project budget. This percentage may increase in the case of future projects. The greater the local participation, the greater its impact on the projects.

7. Since 2023, GAM asbl has included, within its co-financing percentage, 5%-8% for expenses related to project management and 10%-15% for expenses related to indirect costs, which may vary depending on the association's total budget available to support projects that year. However, GAM's total co-financing of the project, including these last two items, shall not exceed 90% of the total cost of the project.

8. GAM asbl does not finance the purchase of land.

9. A one-year project may be submitted, but it is advisable and preferable, whenever feasible, to submit multi-year projects in order to ensure their proper sustainable management over a longer period of time that is more in line with the reality of local communities.

10. Project budgets must be submitted in both local currency and euros, at the official exchange rate in force at the time the project is drafted. In addition to the budget breakdown in the indicator form, it is advisable to submit a project budget that is as detailed as possible, attached to that form.

11. During the execution of the project, or at the latest shortly after its completion, all invoices related to the development of the project must be submitted. Invoices must contain all the issuer's details, including the company's VAT number. They must be addressed to the entity developing the project, in due time and form.

12. Once the results of the project evaluation are known, those responsible for the approved projects must send GAM their complete and updated bank details by email as soon as possible so that the project funding can be paid on time.

13. It is essential that beneficiaries complete and sign the document confirming receipt of the funding payment that GAM will send them by bank transfer. GAM will send them this document by email so that they can return it by the same means, completed, signed and stamped. As an association recognised by the Belgian state, GAM asbl must submit its accounts annually to the Belgian tax authorities, which is why these types of documents are essential and failure to provide them may result in penalties.

14. In the case of some projects (and according to the decision of the Board of Directors of GAM asbl), 100% of GAM's co-financing will be sent to the project beneficiary in January of the year in which the project is to be carried out. In other cases, such as projects dedicated to training programmes, this co-financing may be sent in two stages, the first in January, or at the start of the project, and the second halfway through the planned project implementation period. For multi-year projects, GAM's co-financing will be sent at the beginning of each year, in the proportion allocated and approved by the Board of Directors. In the case of some projects (and according to the decision of the Board of Directors of GAM asbl), 100% of GAM's co-financing will be sent to the project beneficiary in January of the year in which the project is to be carried out. In other cases, such as projects dedicated to training programmes, this co-financing may be sent in two stages, the first in January, or at the start of the project, and the second halfway through the planned project implementation period. For multi-year projects, GAM's co-financing will be sent at the beginning of each year, in the proportion allocated and approved by the Board of Directors.

15. Project managers must send GAM asbl **a report accompanied by photos and videos of the project** halfway through and again at the end of the planned project implementation period, and at least whenever requested by the president of GAM asbl. In the association's activities organised to raise funds for projects, these reports and graphic testimonies are presented to GAM volunteers and benefactors as part of the association's transparency policy.

16. Project managers will be convened at least twice a year to a videoconference meeting in order to monitor the progress of the project and notify GAM of any incidents that may arise during the course of the project.

17. Project managers should contribute to the GAM NEWSLETTER with a short article on the progress of the project whenever possible, and at least once during the annual project implementation period. They should also send a short article each year to the magazine SEMISIONES, published by the missionaries of Yarumal.

18. As part of the project evaluation process, a prospecting trip to visit GAM projects will be organised at least once every two years with a group of GAM volunteers. The cost of this visit will not be charged to the projects themselves. At the GAM Annual Dinner (in November), the group of volunteers will share their experiences from the trip with the association's benefactors and supporters.