



ITTF FOUNDATION'S DREAM BUILDING FUND
powered by THE FOUNDATION FOR GLOBAL SPORTS
DEVELOPMENT

Application guidelines 2023

Call N°4 – Projects starting May 2024

CONTACT

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1. DREAM BUILDING FUND GUIDINES

The ITTF Foundation is dedicated to providing transformative opportunities for people around the world. By collaborating closely with you on your project, we can extend our reach and influence, enabling us to implement more local initiatives and achieve a greater impact.

This document serves as a “Information Package” to potential applicants. Please take the time to thoroughly review this document before proceeding with your application. It is crucial to understand that all applications will undergo a review process using a scoring system. They will only be considered if they meet the following criteria:

- the application is submitted before the deadline;
- the application is complete;
- the project proposal aligns with the requirements of these guidelines.

1.1 The Dream Building Fund powered by GSD

The Dream Building Fund (DBF) powered by The Foundation For Global Sports Development (GSD) aims to support local humanitarian projects that utilise table tennis for positive social outcomes, in line with the [United Nations Sustainable Development Goals](#) (UN SDGs). It offers the necessary assistance to implement development projects that align with the ITTF Foundation's strategic priorities as well as the social impact objectives of the individual projects.

The DBF operates on the principle of a collaborative partnership, where each stakeholder contributes to the project's success. This support includes not only financial support, but also encompasses contributions in kind, resources, expertise, knowledge, equipment, and more. The aim of DBF's support is to assess and document the impact of projects, extract valuable insights and learnings, and progressively move towards sustainability.

1.2 Fund framework

1.2.1 Project eligibility criteria

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

Applicants must choose a UN SDG that aligns with diversity or inclusion, and explain how their project supports that specific SDG and promotes diversity or inclusion: What change, and for which target group is this project for?

Eligibility criteria:

- Must have a social/humanitarian impact goal linked to a UN SDG aligning with diversity or inclusion.
- Must involve table tennis as a tool for change.
- Must have an activity plan proposal.
- Must explain what support and why support is needed.
- Must have a point of contact who speaks English and has internet access, as all communication in the DBF project lifecycle will be in English.
- Must have the capacity to carry out regular reporting in English.
- Must have a registered organisation, that is running the project.
- Must be willing to promote the project on its website, Social Media profiles.
- Must be willing to work with the ITTF Foundation to communicate project-related stories of the participants by sharing pictures, videos and personal experiences of those participants.
- Must ensure it adheres to the necessary data protection and takes consent from participants before sharing the pictures, thoughts or any data with the ITTF Foundation.
- Must have a letter of support from another organisation.
- Must demonstrate the capacity to contribute at least 10 % to the total sum of the project – more will be a positive indication for the project's sustainability.
- Must have submitted the application before the deadline.

1.2.2 Budget forecast, co-funding and grant duration

The DBF support for the whole project lifecycle depends upon:

1. The overall respect of the agreement. This includes regular delivery of quality reporting via monitoring and evaluation.
2. The overall respect of the budget forecast. This includes a co-funding scheme and the gradual implementation of a sustainable exit strategy:
 - Financial expenses have to be in line with the agreed budget forecast.
 - Committed contribution of at least 10 % co-funding has been implemented.
 - Increased diversified sources of income and funding as internal or external support has been demonstrated.

Respective templates and expectations will be agreed and provided by the ITTF Foundation to successful applicants. Applicants will be requested to fill out a budget plan proposal, which successful applicants will have to finalise in collaboration with the ITTF Foundation before the grant agreement is being signed.

OVERVIEW OF FUNDS

COUNTRY or TERRITORY : PROJECT NAME								
Descriptions	2024 (from May)	2025 (full year)	2026 (full year)	2027 (until May)	TOTAL VALUE in KIND (full project cycle)	Do Not Enter	%	Details
	Budget	Budget	Budget	Budget		TOTAL BUDGET		
ITTF Foundation	€ -	€ -	€ -	€ -	€ -	€ -	0%	2023 Dream Building Fund
Co-Funding	€ -	€ -	€ -	€ -	€ -	€ -	0%	Self, partner or sponsor contributions (financial only)
Total Funds	€ -	€ -	€ -	€ -	€ -	€ -	0%	

BREAKDOWN OF ITTF FOUNDATION'S CONTRIBUTION

Expenses covered by ITTF								
Descriptions	2024 (from May)	2025 (full year)	2026 (full year)	2027 (until May)	TOTAL VALUE in KIND (full project cycle)	Do Not Enter	%	Details
	Budget	Budget	Budget	Budget		TOTAL BUDGET		
1. Equipment and Material	€ -	€ -	€ -	€ -	€ -	€ -	0%	Tables, rackets, balls, nets, coaching resources etc.
2. Human Resources	€ -	€ -	€ -	€ -	€ -	€ -	0%	Project Leader, coaches, volunteer allowances, translator etc.
3. Travel Linked to Project	€ -	€ -	€ -	€ -	€ -	€ -	0%	Transport to and from project location, transport of equipment, etc.
4. External Expertise	€ -	€ -	€ -	€ -	€ -	€ -	0%	Course conductor: travel, indemnity & hospitality
5. Special Events	€ -	€ -	€ -	€ -	€ -	€ -	0%	Inauguration, filming/photographer, promotional material etc.
6. Other Costs	€ -	€ -	€ -	€ -	€ -	€ -	0%	Implementation costs, t-shirts, uniforms etc.
7. Buffer	€ -	€ -	€ -	€ -	€ -	€ -	0%	Unexpected cost or inflation risk
8. Administrative or Structural Costs	€ -	€ -	€ -	€ -	€ -	€ -	0%	Documents, printing, ICT equipment, office expenses etc.
Total ITTF Foundation	€ -	€ -	€ -	€ -	€ -	€ -	0%	

BREAKDOWN OF CO-FUNDING'S CONTRIBUTION

Expenses covered by Co-Funding								
Descriptions	2024 (from May)	2025 (full year)	2026 (full year)	2027 (until May)	TOTAL VALUE in KIND (full project cycle)	Do Not Enter	%	Details
	Budget	Budget	Budget	Budget		TOTAL BUDGET		
1. Equipment and Material	€ -	€ -	€ -	€ -	€ -	€ -	0%	Tables, rackets, balls, nets, coaching resources etc.
2. Human Resources	€ -	€ -	€ -	€ -	€ -	€ -	0%	Project Leader, coaches, volunteer allowances, translator etc.
3. Travel Linked to Project	€ -	€ -	€ -	€ -	€ -	€ -	0%	Transport to and from project location, transport of equipment, etc.
4. External Expertise	€ -	€ -	€ -	€ -	€ -	€ -	0%	Course conductor: travel, indemnity & hospitality
5. Special Events	€ -	€ -	€ -	€ -	€ -	€ -	0%	Inauguration, filming/photographer, promotional material etc.
6. Other Costs	€ -	€ -	€ -	€ -	€ -	€ -	0%	Implementation costs, t-shirts, uniforms etc.
7. Buffer	€ -	€ -	€ -	€ -	€ -	€ -	0%	Unexpected cost or inflation risk
8. Administrative or Structural Costs	€ -	€ -	€ -	€ -	€ -	€ -	0%	Documents, printing, ICT equipment, office expenses etc.
Total Co-Funding	€ -	€ -	€ -	€ -	€ -	€ -	0%	

1.3 Monitoring and evaluation

The primary focus of the DBF is to assist projects in achieving self-sustainability. We are seeking initiatives with a lasting impact that aim to stand on their own after the completion of this grant.

After the completion of the grant cycle, the project can be seen as sustainable if it possesses:

1. Sufficient coaching expertise on table tennis for development;
2. Local oversight of programmes;
3. Responsible use and maintenance of equipment;
4. Positive social impact on the local target group benefiting from these programmes;
5. Diverse financial support.

This means that chosen projects should demonstrate a commitment to finding local solutions through local networks and partnerships for long-term support.

To achieve this, successful applicants will need to provide regular reports in English language. A designated contact person close to the project will handle this task, using a provided template for monitoring and evaluation reporting. After selection, the local project lead and DBF team will collaborate to establish a suitable monitoring and evaluation process and timeline to ensure it is locally relevant and adaptable.

Agreed reports from past edition as an example:

- Monthly
 - Data of activities, meetings and media
 - Story of Change
 - Footage
- Quarterly
 - Participation data
 - Volunteer data
 - Review meeting with DBF team
- 6-monthly
 - Financial report
 - Bank statement
 - Receipts/invoices
 - Expense ledger
- Annually
 - Annual report

2. GRANT APPLICATION & SELECTION PROCESS

2.1 Overview



2.2 Grant application

For the first time, applications will be accepted in four languages. The potential applicants can choose their preferred language and submit their application online here:

- [English](#)
- [Arabic](#)
- [French](#)
- [Spanish](#)

We recommend you to fill out the documents listed below before to prepare your application and upload it into the application form. Please note that the application form cannot be saved.

- Budget forecast (*template to download available [here](#)*)
- Project summary (*template to download available [here](#)*)
- Activity plan proposal
- Elevator pitch video selling your project idea (up to 1 min 30 sec; max. 10 MB)
 - Applicants can present it in their local language. However, English translation in an extra document is required.
- Proof of a legally registered entity
- Letter of support – this can be from a local development agency, government department, National Table Tennis Association, National Olympic Committee etc.

2.3 Selection criteria

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

Late submissions: Applicants are encouraged to plan their submission in advance. Applications received after the deadline will not be considered.

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

- Context 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 %

Context of the project	<ul style="list-style-type: none"> - Identifying the needs of target group/community. - Understanding of the reality and root of the issue being tackled. - Clear impact on the selected UN SDG(s). - Clear link to diversity or inclusion. - Willingness to use table tennis for social outcomes. - Realistic impact goals. - Respect of the eligibility criteria.
Quality of the project design and implementation proposal of the project	<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 timeline and proposed activities. - Consistency between project proposal and presented budget.
Impact and dissemination of the project	<ul style="list-style-type: none"> - Quality, measurable key performance indicators or SMART objectives described as potential impact of the project. - Quality of the project action plan, timeline and budget.

	<ul style="list-style-type: none"> - Contribution to identified UN SDG incl. the link to diversity or inclusion. - Ability and willingness to work with the DBF team to communicate stories effectively on digital platforms.
Sustainability of the project	<ul style="list-style-type: none"> - Capacity of project in securing co-funding. - Capacity of project to carry out reporting regularly. - Will to develop a strategy to become self-sustainable. - Capacity of the project to activate and build a local network. - Ability of the organisation to continue project upon completion of the grant.