
ACT Development

Application Form for Participation or Observer Status

Introduction to ACT Development

ACT Development is a global alliance of churches who are members of the World Council of Churches and their related organizations who have a primary mandate to work ecumenically in development. We are challenged by continuing and abject poverty, the denial of human rights, the destruction of the environment, the reality of injustice and growing inequality within and between nations. Firmly rooted in the ecumenical movement and committed to professional standards, we have chosen to come together as an alliance to strengthen cooperation, promote mutual accountability and enhance our effectiveness in working for the eradication of poverty and injustice.

Relationship between ACT Development and ACT International

ACT International is an alliance for responding to emergency situations. ACT Development will focus on long-term development needs. The two bodies will work closely together to ensure complementarity between themselves and continuity from relief to development. Many church-related organizations are engaged in both emergency response and long-term development and therefore it is essential that ACT International and ACT Development work closely together.

Whereas ACT International is a funding mechanism which mobilises resources and facilitates a coordinated response to emergency situations, ACT Development will not mobilize and transfer funds between donor and implementer.

ACT Development is an Alliance which will:

1. promote shared values, mutual accountability and high quality development work amongst its participants
2. ensure opportunities where participants can discuss, share analyses and reflect theologically on development issues, learn from each other and plan cooperative activities
3. facilitate participants to work collaboratively to increase their effectiveness in addressing issues of poverty, injustice and the abuse of human rights
4. provide opportunities for participants to work collaboratively in their advocacy work
5. enhance the visibility of the development work of the ecumenical family through a strong sense of identity and shared family name.

Responsibilities of Participants

The ACT Development Steering Group is seeking strong participation from churches and related organizations who are engaged in development work. We have intentionally used the term 'participant' rather than 'member' recognising the difficulties that some churches have in being 'members' of another Alliance. However, the responsibilities of participants in ACT Development will be very high and require a serious commitment.

Participants will share a common family name and logo and will be required to co-brand the name of the Alliance in association with their own name. For example, *Christian Care, part of ACT Development*. However, sharing a common family name brings with it extra responsibilities. A public scandal involving one ACT Development participant could impact negatively on all participants in the Alliance. Conversely, high quality development work by participants could enhance the reputation of the whole Alliance. It is therefore essential that all participants and observers undertake high quality development work and uphold the values and Code of Good Practice of ACT Development.

Application Process

All people completing this form are urged to first read the *Guide to ACT Development* which outlines many details of this emerging new alliance. The Guide, and this Application Form are available in English, French, Spanish and Portuguese.

We recognize that the application process for participation in ACT Development is rigorous and will be time consuming. The information on this form will enable the ACT Development Steering Group to assess whether your organization meets the criteria for participation. If you have difficulty in completing any section of the form, please do not hesitate to contact the ACT Development staff.

Once received, the application form will be considered by the Participation Advisory Group which consists of two members from the South, two from the North and one from the East. This group will make a recommendation to either the Steering Group (2006) or Executive Committee (2007) as to whether the application is accepted, deferred or declined.

If participants wish to be considered for the first Executive Committee or to vote in the elections for the first Executive Committee, the application form must be received by **November 12, 2006**.

A. CATEGORIES OF PARTICIPATION

There are two categories of participation in ACT Development: "Participant" and "Observer".

1. Participants must meet all of the following criteria:

- be either:
 - (a) a member church of the WCC, or
 - (b) a department or specialised development ministry of a member church, or
 - (c) an organization affiliated with at least one member church of the WCC through governance
- the primary mandate of church-related organizations must be to work in the area of development cooperation and all participants must have a track record of significant engagement in this work
- be either a national, regional or international organization
- adhere to the vision, mission, values, code of good practice and co-branding policies of ACT Development
- commit themselves to work with and strengthen other ACT Development participants with mutual accountability and transparency
- pay the annual participation fee of US\$1 000 and make a supplementary contribution, based on income
- have audited financial accounts

Where a church has its own specialised ministry for development, it is expected that the ministry itself applies to participate rather than the church.

2. Observer Status

Ecumenical organizations and churches whose work may be influenced by ACT Development but who either do not meet all of the criteria for participation or who choose not to be participants may apply for observer status. This category may include organizations such as national churches, national councils of churches, regional ecumenical organizations and other ecumenical networks.

Observers will be regularly updated on the work of the Alliance. Observers may participate in ACT Development meetings as appropriate but will not be able to vote when decisions are being made, nor participate in the governance structures of the Alliance. Observers may not co-brand their organizations with the ACT Development name nor use the logo. Observers will be expected to contribute an annual fee of US\$500.

We hereby request to be considered as a:

- Participant**
- Observer**

B. CONTACT INFORMATION OF CHURCH, CHURCH-RELATED organization, SPECIALISED MINISTRY

Name of the Church / Agency / Ministry _____

Year of Incorporation _____

Incorporated under which legal entity _____

Incorporated under which jurisdiction (country) _____

Postal Address _____

Street Address _____

Telephone _____

Fax _____

Email address _____

Website address _____

Name of Director _____

Telephone _____

Fax _____

Email _____

Name of Primary Contact Person for ACT Development _____

Telephone _____

Fax _____

Email _____

C. DESCRIPTION OF OUR CHURCH / CHURCH-RELATED organization / MINISTRY

We are (please tick as relevant)

- a member church of the WCC
- a department or specialised development ministry of a member church
- an organization affiliated with at least one member church of the WCC through governance (please name the member churches and explain affiliation)

other (please describe)

D. WHAT WE DO

1. Our church / organization / ministry's mission is: (please quote or describe)

2. If a Church, please also state the mission of the department or specialised development ministry of your Church: (please quote or describe)

3. The development activities of our Church / organization / Ministry are: (please include the number of development programmes you are engaged with in each country as well as the type of work being undertaken. Please attach a separate sheet of paper if necessary).

4. Please attach a three to four page description of two development programmes you have undertaken in the last two years (or financially supported), including the objectives of the programme, activities, outcomes, what lessons your organization learned from this programme, and how these lessons have influenced your ongoing work.

5. Staffing

The number of staff employed by our church / organization / ministry in the area of development is:

E. Governance Structure

1. Our governance structure is as follows: (please describe or provide a diagram)

2. The names of those on our governing body are:

F. Finances

1. (to be completed by Churches only)

The total income of the department/ ministry within our church that deals with development, relief and advocacy work and related income for staffing/ administration etc.

2004:

2003:

2002:

2001:

2000:

2. (to be completed by church-related organizations/ agencies only)

The total income of our organization for the past five years (this includes all sources of income, constituency, backdonor funding, investment income, etc)

2004:

2003:

2002:

2001:

2000:

3: (to be completed by all applicants)

What percentage of the income listed above is allocated to development? (please give an average percentage for the five years)

4. Please attach your most recent audited accounts

G: Participation Fees

Participants will be asked to pay an annual participation fee of US\$1 000 (US\$500 for Observers). In addition, there is an expectation that organizations with an income of over US\$1 million will make a supplementary contribution of .05% of their income for the work of ACT Development.

We are able to make the following financial contribution (in addition to the annual participation fee):

H: Current Emergency Relief, Development and Advocacy Relationships

We are currently: (please tick)

- a member of Action by Churches Together (ACT) International
- a participant in the Ecumenical Advocacy Alliance

Names of other ecumenical collaborative initiatives we are part of (eg: roundtables, ecumenical regional groups etc)

Other non-ecumenical alliances or networks we are part of:

National:

Regional:

Global:

I. Joining ACT Development

1. Our reasons for wanting to become part of ACT Development are (please outline):

2. We expect to benefit from being part of ACT Development in the following ways:

3. We are able to offer and contribute to ACT Development through:
(Note: this is not about financial contributions, but rather relates to the particular skills, expertise and experience that your organization brings for the benefit of ACT Development)

J. Commitment to ACT Development

Please send a copy of the minutes/ resolution where the decision was made to apply to be either a participant or observer in ACT Development.

The following sections are to be signed by the Governance of your organization. organizations applying for Observer status do not need to sign Numbers 6, 7 and 8 but must sign Number 9.

1. We have read, understood and are committed to the ACT Development vision, mission, faith basis, and objectives.

Name of Officer _____
Signature _____
Position _____
Date _____

2. We are committed to working cooperatively with other ACT Development Participants and Observers.

Name of Officer _____
Signature _____
Position _____
Date _____

3. We are committed to working ecumenically, including with groups outside our own denomination and those of other faiths.

Name of Officer _____
Signature _____
Position _____
Date _____

4. We are committed to upholding the ACT Development Code of Good Practice in our work and understand that a Peer-Review Mechanism is being developed.

Name of Officer _____
Signature _____
Position _____
Date _____

5. We agree to participate actively in the life of ACT Development and abide by its policies

Name of Officer _____
Signature _____
Position _____
Date _____

6. We understand that there will be an expectation that our organization co-brand with ACT Development

Name of Officer _____
Signature _____
Position _____
Date _____

7. We agree to pay an annual participation fee of US\$1,000.

Name of Officer _____
Signature _____
Position _____
Date _____

8. We agree to pay make a supplementary contribution based on our income for the operational budget of ACT Development (only for organizations with an income over US\$1 million) (please refer to G above)

Name of Officer _____
Signature _____
Position _____
Date _____

9. We agree to pay an annual observer fee of \$US500 (for observers only)

Name of Officer _____
Signature _____
Position _____
Date _____

K. Name and Position of Person Completing this Form

Name: _____
Position: _____
Address: _____
Telephone Number: _____
Email address: _____

L. Submission of this Application

Please attach a copy of this application form together with the following documents:

- a) your most recent annual report
- b) your most recent audited accounts
- c) the description of two development programmes as outlined in 'D' above
- d) the appropriate extract from the minutes of the governance meeting which decided to make this application, giving date, place and officers

Then please send the complete application package to:

Faautu Talapusi
ACT Development
150 Route de Ferney
1211 Geneva 2
Switzerland

Or by email to Faautu Talapusi at the ACT Development Office (fta@wcc-coe.org,
tel: 41 22 791 6211)