



**MICROFINANCE GOOD PRACTICES “EUROPE AWARD”  
BY GIORDANO DELL’AMORE FOUNDATION & EUROPEAN MICROFINANCE  
NETWORK**

**“Microfinance, Innovation and Sustainability”**

**COMPETITION ANNOUNCEMENT**

This Award will aim to increase the understanding of the importance of microfinance to the public; to encourage European microfinance practitioners to share good and transferable practices in the field of microfinance, innovation and sustainability and to promote and spread those good practices to other microfinance agencies in Europe.

Microfinance Good Practices “Europe Award” by *Giordano Dell’Amore Foundation* and *European Microfinance Network* is open to any European institution or organization that have been involved in the delivery of microfinance and related services in the European Union members, candidates and EFTA/EEA States, for at least 12 months from the date of application.

**The single Award winner will receive 50.000,00 euro.** The funds must be reinvested for the realization of new projects or towards core costs of the existing services.  
The travel and lodging expenses for two nights of two staff members of the five agencies shortlisted will be covered to participate at the Conference and the Award Ceremony.  
In addition the five shortlisted organizations’ experiences will be profiled in a publication distributed during the Conference.

**Application Procedure**

The Giordano Dell’Amore Foundation Secretariat with the European Microfinance Network will carry out a preliminary examination of the applicants to verify the formal compliance to the Guidelines.

The Award committee, made up of selected experts in the field, shall select a shortlist of five applications. The candidates short-listed will be announced on the Giordano Dell’Amore and EMN websites on **March 31st, 2009.**

The winner will be chosen by the Award Committee with the assistance of a leading expert in microfinance and announced during the International Conference scheduled for the first semester of 2009.

For further information, please refer to the Competition Announcement at:

<http://www.fgda.org/eventiuk.php>

**Info: [www.fgda.org](http://www.fgda.org) and [www.european-microfinance.org](http://www.european-microfinance.org)  
Contact number: +39 0232168405/7  
E-mail: [award@fgda.org](mailto:award@fgda.org)**

# Application Guidelines

## Article 1

The Microfinance Good Practices “Europe Award” has three specific purposes:

- to increase the understanding of the importance of microfinance to the public;
- to encourage European microfinance practitioners to share good and transferable practices in the field of microfinance, innovation and sustainability
- to promote and spread those good practices to other microfinance agencies in Europe

Applications will be expected to evidence how their application will address these issues, especially in relation to the overall aims of the award.

Applications may be for a specific ‘project’ or “programme”, but the key objective will be transferability of practice and experience.

Therefore proposals will be evaluated in accordance with innovations, sustainability, transferability and impact (or potential impact)

## Article 2

### Prizes

**The single Award winner will receive 50.000,00 euro<sup>1</sup>** The funds assigned must be reinvested for the realization of new projects in Europe or towards core costs of the existing services.

The five initiatives short-listed will also receive travel and lodging expenses of two staff members’ participation at the Conference and the Award ceremony.

In addition, the top five experiences (**Short List**) will be profiled in a publication distributed during the Conference.

Winners will be expected to account for activities and finance at the following year’s conference and award ceremony.

The prizes will be paid in accordance with the terms and conditions specified into the award agreement that will be signed by the winners. The Foundation expects the winning organisations to adhere to standard accounting procedures and to allow a possible control on the use of funds by the Foundation itself or by an independent financial audit.

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<sup>1</sup> Gross Amount

## Article 3

### Eligibility Requirements

The Europe Award is open to any European institution and organization involved in the delivery of microfinance services in the European Union members, candidates and EFTA/EEA States,.

If you applying for a project done in partnership with another agency, such as a business support agency, then a joint application can be made but the microfinance agency is the applicant and award winner.

The competition is open to microfinance experiences that have been in existence for at least 12 full months from the date of application.

For the purposes of this competition microfinance is defined as “financial services offered to people with no access to mainstream financial services for a business activity”.

Every organization is entitled to apply with only one project.

Applications are accepted only in English.

## Article 4

### How to Apply

Applicants are required to complete the **Application Form (Annex 1)** that must be signed by the Legal Representative of the organization and sent to Giordano Dell’Amore Foundation by email/fax/post (email: [award@fgda.org](mailto:award@fgda.org) / fax: 00390232168430 / post: Via Monte di Pietà 12, 20121 Milano, Italy)

Documents may include texts, graphs, pictures, and other illustrative materials but the total application can be no longer than (5 pages) anything after the 5<sup>th</sup> page will only be reviewed at the discretion of the judges.

Shortlisted applicants will be invited to submit further information on their organisation to help complete a case study for the AWARD PUBLICATION.

Two paper copies of the application/experience presentation form **must be signed by the Legal Representative of the organization** and sent to:

Fondazione Giordano Dell’Amore, Via Monte di Pietà 12, 20121 Milano (Italia), or alternatively by fax to the number: 0039 02 32168430, clearly specifying the object: **“Microfinance Good Practices “Europe Award”** on the envelope or on the fax coversheet.

**An additional copy** of the application/experience presentation form, signed by the Legal Representative, must be sent only in **digital format** by e-mail to [award@fgda.org](mailto:award@fgda.org) or

alternatively in **CD/DVD** by post to Fondazione Giordano Dell'Amore, Via Monte di Pietà 12, 20121 Milano (Italia), clearly specifying the subject: **“Microfinance Good Practices “Europe Award”** on the e-mail object or on the envelope.

All completed applications must be received by **January 2009**

Applications received without signed forms will not be considered.

All materials sent by participants will not be returned. Only case material (not the supportive document about the organisation) could be used, with no profit purposes, by Giordano Dell'Amore Foundation and European Microfinance Network without any limit of time, for the production of documents (informative, editorial, promotional and educational), for the promotion of institutional initiatives for themselves or for other institutions, and for the achievement of institutional goals, with the only obligation to acknowledge the sources.

The Foundation reserves the right to request, if necessary, further documents to the participant organizations.

## **Article 5**

### **Selection process**

Giordano Dell'Amore Foundation Secretariat with the European Microfinance Network will carry out a preliminary examination of the candidatures on the basis of the materials received to verify the formal compliance of the applications with the criteria expressed in the Guidelines.

The Award Committee, made up of international experts in the field of microfinance, with the support of the Giordano Dell' Amore Foundation Secretariat and the European Microfinance Network, will evaluate the eligibility and reliability of the candidates besides the substance and coherence of the experiences proposed.

The Award Committee will select the five best experiences that will be included in a **Short-List** and posted on the Giordano Dell'Amore and EMN websites ([www.fgda.org](http://www.fgda.org) and [www.european-microfinance.org](http://www.european-microfinance.org)) by **March 31st, 2009**.

The shortlisted candidates should be ready to receive a visit to verify certain data and questions as raised by the Award Committee, and to complete a case study on the candidate.

The Award winner will be chosen by the Award Committee with the collaboration of a leading expert in microfinance, among the five candidates short-listed and will be announced during the 6<sup>th</sup> Edition of the EMN International Annual Conference organized in collaboration with Giordano Dell'Amore Foundation.

## **Article 6**

### **Data Protection (D. Lgs. 196/2003)**

The requested information will be processed in absolute respect for the measures of the Legislative Decree of June 30, 2003, nr.196, as amended.

All data collected will be used exclusively in compliance with the terms of this competition announcement and will be processed by relevant employees and/or contracted staff in the course of their duties in fulfilment of the privacy obligations that inspire the Foundation and EMN's activity.

Winner organisations will be profiled on the Foundation and EMN websites; other ways of diffusion of the recipients names are possible. The full list of participants will be posted on the Foundation and EMN websites.

The Giordano Dell'Amore Foundation and the European Microfinance Network are Responsible for the treatment of data supplied by the Applicants

# APPLICATION

## Introduction

In view of the necessity to analyze and compare the different microfinance experiences, and in consideration of the need to harmonize/standardize the profiles for publication, we beg applicants to pay maximum attention in filling the Experience Presentation Form.

All documents must be presented in a sheet format A4 (cm 21x29,7) using character Arial 12.

The Application forms and all other documents must be sent in accordance with Article 4 of the Terms and Conditions of this Competition Announcement.

Application forms and all other documents are accepted only in English.

All applications must be signed by a member of the Board and one other Executive.

## EXPERIENCE PRESENTATION FORM

**Microfinance Good Practices Europe Award**  
***“Microfinance, Innovation and Sustainability”***

### First section: General Information

<b>ORGANIZATION</b> _____
Town _____ Postal Code _____
Country _____
Street _____ n _____
Tel _____ Fax _____
E-mail _____
Website _____
<b>CONTACT PERSON</b> <i>(can be different from the Legal Representative)</i>
Name _____ Surname _____
Position _____
Tel. _____ E-mail _____

**Date:** \_\_\_\_\_ **Legal Representative: Name/surname** \_\_\_\_\_

**Signature** \_\_\_\_\_

## DATA

TITLE OF THE EXPERIENCE \_\_\_\_\_

\_\_\_\_\_

LOCATION OF THE EXPERIENCE (*country/region/municipality/community*)

\_\_\_\_\_

\_\_\_\_\_

***N.B. Please attach a copy of the Legal Representative's identity document, the financial statements of the last 3 (three) business years (or, in alternative, from the starting date of the activity) and the last available activity report.***

### **Second Section: Information on the Microfinance Agency**

The Experience Presentation Form is made up of the following sections and must be no longer than 5 PAGES:

#### **1. BRIEF DESCRIPTION OF THE ORGANIZATION**

Please briefly describe your organization (*history, mission, geographical area of operation, activity, adopted approach, organizational structure, strength and weakness points, other relevant information*).

**(Max. 15 lines page)**

#### **2. MICROFINANCE EXPERIENCE SUMMARY**

Please briefly describe the main characteristics of the experience submitted. Give information on the context where the project is carried out and on the population target. Please indicate the starting date of the experience and the possibility to include it in a long-term programme, and indicate the funding sources, the characteristics of the beneficiaries and other relevant information.

**(Max. 15 lines page)**

#### **3. PRODUCTS/SERVICES OFFERED**

Please describe products and services offered, explain conditions and criteria adopted, illustrate target population's needs, operative procedures, human and technical resources involved, etc. Please contextualize and describe products and services offered also including data, graphs, pictures, and other illustrative documents.

It is recommended to report at least the following data concerning the last three years (or less, if the starting data of the experience is subsequent):

- *Depth of Outreach*: average loan amount, number and percentage of vulnerable clients (rural dwellers, women, illiterates, other type of excluded people)
- *Breadth of Outreach*: percentage of members; percentage of clients with active savings accounts; percentage of clients with active credit accounts.
- Indicators of portfolio quality, indicators of efficiency and productivity, of asset- liability management, financial structure, indicators of profitability and sustainability, etc.

**Please disaggregate data about gender, minorities and others as you deem appropriate.**

**(Max 1 page)**

#### **4. INNOVATION**

Please describe the innovative elements of your work or the project you have applied under and stress what differentiates products and services offered from the other existing ones.

What is innovative about your activities?

How have you measured its impact?

How do you judge its transferability?

**(Max 2 pages)**

#### **5. SUSTAINABILITY**

Please describe the criteria adopted to guarantee the economic and financial sustainability of your work or project you have applied for.

How do you approach sustainability and how do you consider your progress towards it

What are your projections for growth and impact?

Can your activities be replicated in other areas/regions/countries?

**(Max 2 pages, excluding possible annexes)**

For uniformity, please note that:

- ✓ *Goals* are defined as the finalities of the project and its final impact on the population and territorial area, for example “poverty reduction of female population in the area x”
- ✓ *Results* are defined as the definite and measurable output of the project, for example “realization of x female microenterprises”.

Data disaggregation for gender will constitute a preference selection criterion.

**(TOTAL: Max 5 pages, excluding possible annexes)**

**NB: Please, to create text documents in digital format use WORD format and Arial 12 character**