



## PROCESS FOR APPLICANTS

### **PROJECTS HUB**

**FIVB**

**FÉDÉRATION INTERNATIONALE DE VOLLEYBALL**

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<b>Strategic Plan</b>	<u>Direct</u> : Goals n°8, 9	<u>Transversal</u> : Goals n°1, 2
<b>Programme</b>	DEV Projects Hub	

### Phase I: Application

<b>ACTION</b>	<b>DESCRIPTION</b>
<b>Register the project.</b>	<p>National Federations must click on the “Apply Now” section to register their project. It is possible to save the application and come back later to the registration page if it is within the application period.</p> <p>Only applications that comply with the pre-defined criteria will be considered.</p>
<b>Submit project application.</b>	All fields requested on the application must be filled. Applicants are welcome to attach additional files that strengthen their application. The deadlines and the pre- defined criteria must be respected for the project to be considered.
<b>Receive application feedback.</b>	Whether or not the application is approved, FIVB Sports Development Department will give a formal feedback within <b>30 days</b> after the application process closes.

### Phase II: Analysis

<b>ACTION</b>	<b>DESCRIPTION</b>
<b>Receive project applications.</b>	<p>Project applications will be considered by the Projects Hub Working Group responsible for the analysis.</p> <p>Only applications within the pre-defined deadlines and complying with the pre-defined criteria will be considered by the Projects Hub Working Group.</p> <p>Incomplete applications will not be considered by the Projects Hub Working Group.</p>

### Phase III: Decision

ACTION	DESCRIPTION
<b>Decide and communicate on final approved projects.</b>	The FIVB will have <b>30 days</b> after the application is closed to decide on the project approvals and will liaise with all applicant National Federations to inform them of the final decision.

### Phase IV: Contract

ACTION	DESCRIPTION
<b>FIVB “Terms &amp; Conditions”.</b>	For approved projects, the applicants will have to accept the “Terms and Conditions”, or the equivalent of a FIVB contract.

### Phase V: Monitoring

ACTION	DESCRIPTION
<b>Fill in the project monitoring report.</b>	<p>Approved projects must fill in the corresponding monitoring report/s for the project. The template will be provided by the FIVB Sports Development Department. The number of reports and timelines are specified in the “Terms &amp; Conditions” or “FIVB Contract”.</p> <p>Only reports submitted within the deadlines will be considered by the WG. Partial reports will not be considered by the WG.</p>
<b>Receive the project monitoring reports.</b>	<p>The Projects Hub Working Group is responsible for the analysis of the monitoring reports.</p> <p>The FIVB has the right to terminate any project if deadlines for submitting reports are not met.</p>
<b>Analyse the project monitoring reports.</b>	Based on the valid monitoring reports, the Projects Hub Working Group will have <b>15 days</b> to review the monitoring report and make the recommendations on the status of the project.
<b>Make recommendations on the status of the project.</b>	<p>Based on the valid monitoring reports, the Projects Hub Working Group will make recommendations on the status of the project.</p> <p>Apart from specific recommendations each Projects Hub Working Group member will identify the status of the project as one of the following:</p>

	<ul style="list-style-type: none"> <li>• <u>Green</u> – clear to keep going</li> <li>• <u>Yellow</u> – pause, further clarification needed</li> <li>• <u>Red</u> – stop the project</li> </ul>
<b>Take all necessary corrective actions.</b>	For those cases where the result of the monitoring report is “Yellow” or “Red” corrective action will be taken before continuation of the project.
<b>Communicate the results of the monitoring report.</b>	Independently of the results of the monitoring report, FIVB Sports Development Department will give a formal feedback within <b>20 days</b> after the monitoring report was submitted.

### Phase VI: Report

<b>ACTION</b>	<b>DESCRIPTION</b>
<b>Fill in the project final report.</b>	Approved projects must fill in the final report for the project. The date of submission is specified in the “Terms & Conditions” or “FIVB Contract”.
<b>Receive the project final reports.</b>	<p>The Projects Hub Working Group is responsible for the analysis of the final reports.</p> <p>Only reports submitted within the deadlines and complying with the pre-defined criteria will be considered by the Projects Hub Working Group.</p> <p>Partial reports will not be considered by the Projects Hub Working Group.</p>
<b>Analyse the project final reports.</b>	Based on the valid final reports, the Projects Hub Working Group will have <b>15 days</b> to review the final reports and make the final recommendations on the project.
<b>Make final recommendations on the project.</b>	<p>Based on the valid final reports, the Projects Hub Working Group will make final recommendations on the status of the project.</p> <p>Apart from specific recommendations each Projects Hub Working Group member will identify the project as one of the following:</p> <ul style="list-style-type: none"> <li>• <u>FIVB endorsed</u>– recommended for future applications</li> <li>• <u>FIVB not endorsed</u> – not recommended for future applications</li> </ul>
<b>Communicate the results of the final report.</b>	Independently of the results of the final report, FIVB Sports Development Department will give a formal feedback within <b>20 days</b> after the submission of the final report.