

# Project Leader's Guide

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## Table of contents

<b>Project Leader's Guide</b> .....	1
Table of contents.....	2
1. General process.....	3
2. Registration / Login .....	4
2.1. Registration on the platform.....	4
2.2. Login to the platform.....	5
2.3. Reset my password.....	5
3. Submit a project .....	5
4. Follow-up on your submission .....	6
5. How long does the project selection process take?.....	6
6. What are the project eligibility criteria? .....	7
7. What are the project selection criteria? .....	8
8. Management process for a project supported by the John Cockerill Foundation.....	11

## 1. General process

Any legally established structure (non-profit, cooperative, de facto, private, company, etc.) or NGO can submit a project to the John Cockerill Foundation. Only structures with a purpose other than economic and commercial are eligible. Project submissions are made exclusively online ([www.johncockerillfoundation.org](http://www.johncockerillfoundation.org)) and are divided into two sections. Projects must not be of a religious or political nature.

The first stage, called **eligibility**, consists of checking your organization's legal information (document proving the existence of the structure or the details of a supporting structure) and the project's conformity with the eligibility criteria defined by the John Cockerill Foundation (see below). Notification is sent once this stage has been completed.

If the project is eligible, the second step is to prepare the **selection file** for presentation to the John Cockerill Foundation Selection Committee. It is this committee which selects the projects to be supported by the John Cockerill Foundation.

A notification and an email are sent when the application is completed in its entirety to be presented to the Selection Committee. An email is sent when the Selection Committee has reached a decision on the project.

During the selection phase, you can save your project and rework it as you wish before submitting it definitively. Each time you save, a new link is generated. You can choose to receive the link by e-mail and/or copy and save it. This link must not be shared and will expire after 30 days. After this period, your form will be deleted.

## 2. Registration / Login

### 2.1. Registration on the platform

- Go to the login / registration page: <https://www.johncockerillfoundation.org/login/>
- Use the form under the "Don't have an account yet?" to create your account.

Bienvenue dans l'espace dédié à la soumission de projets auprès de notre Fondation

**Se connecter**

Si vous avez déjà un compte utilisateur, entrez votre adresse email et votre mot de passe ci-dessous.

Adresse email \*

Mot de passe \*

[Mot de passe oublié ?](#)

☐ Se souvenir de moi

Connexion

**S'inscrire**

Créez-vous un compte utilisateur afin de pouvoir introduire un projet.

Dénomination légale de l'organisation \*

Document prouvant l'existence de la structure ou les coordonnées d'une structure d'adossment \*

Adresse

Adresse ligne 1

Adresse ligne 2

Ville

Code postal

Pays \*

Personne de contact \*

Prénom

Nom

Adresse email \*

Mot de passe \*

Confirmer le mot de passe

☐ Je m'engage à respecter la charte de la Fondation John Cockerill \*

☐ Vos données seront traitées conformément à notre Politique de protection des données à caractère personnel \*

**Vous n'avez pas encore de compte ?**

Inscrivez-vous

- After submitting the form, you will receive an email at the address indicated to confirm the validity of your email address and your request to create an account. You must follow the link in the email to start using the platform and submit a project.

## 2.2. Login to the platform

- Go to the login / registration page
- Use the "Login" form to access the eligibility and selection forms.

Bienvenue dans l'espace dédié à la soumission de projets auprès de notre Fondation

**Se connecter**

Si vous avez déjà un compte utilisateur, entrez votre adresse email et votre mot de passe ci-dessous.

Adresse email \*

Mot de passe \*

[Mot de passe oublié ?](#)

☐ Se souvenir de moi

**Connexion**

Vous n'avez pas encore de compte ?

**Inscrivez-vous**

## 2.3. Reset my password

Forgotten your password? Click on the "Forgot your password?" link in the login form.

You will receive an email with a link to reset your password.

## 3. Submit a project

- Go to the dedicated page <https://www.johncockerillfoundation.org/en/soumettre-un-projet/> by clicking on "Submit a project".
- Log in using your login details or create an account (see point 2).
- Meet all eligibility criteria.
- Click on "Submit" and a notification will be sent when this step is complete.
- If your project is eligible, complete the selection file **in French only in the FR section of the site, or in English only in the EN section of the site**, to facilitate evaluation by the Selection Committee. **If your application is not entered in FR or EN, it will unfortunately not be evaluated.**

You can save your project at any time and rework it as you wish before submitting it. Each time you save your project, a new link is generated. You can choose to receive the link by e-mail and/or copy and save it.

This link must not be shared and will expire after 30 days. After this period, your form will be deleted.

As soon as your file is complete, click on "Send", at which point you will no longer be able to modify it.

A notification and an email are sent when the file is in order to be presented to the Selection Committee, as well as an email when the Selection Committee has ruled on the project.

#### 4. Follow-up on your submission

The members of the Selection Committee analyze and evaluate all the applications received and approved by the Program Manager. They preselect those that are likely to receive support from the John Cockerill Foundation.

The John Cockerill Foundation Program Manager is responsible for implementing, managing and monitoring the recommendations of the Selection Committee. The Program Manager will contact you at the end of the Selection Committee meeting, and will become your privileged contact person.

If your project is preselected by the Selection Committee, you enter the pre-agreement phase. During this phase, we re-analyze your application to see how we can best meet your needs. We then take the liberty of contacting you to discuss and obtain further information on the progress and implementation of your project. We will then get back to you to let you know whether or not the John Cockerill Foundation will support your project. In case of support, you will be invited to sign an agreement with the John Cockerill Foundation. This agreement sets out the details and terms of the John Cockerill Foundation's partnership with your project, as well as the long-term follow-up steps to be agreed upon.

The John Cockerill Foundation will then focus on delivering the support in accordance with the terms of the agreement. This phase will involve regular exchanges between the Project Working Group (internal to the Foundation) and your team, to ensure that the support is carried out in line with expectations. At the end of the project, a final assessment will be carried out.

#### 5. How long does the project selection process take?

The project selection process is divided into three phases:

- The **eligibility phase** consists of checking your organization's legal information and verifying that the project complies with the eligibility criteria defined by the John Cockerill Foundation.
- The **selection file** consists of all the information needed for the Selection Committee to analyze the project.
- The **Selection Committee's choice**: at this stage, the Selection Committee decides on the projects (selection, postponement or refusal).
- **Confirmation of your project's status** by the Program Manager.

The whole process takes an average of 1 to 6 weeks.



## 6. What are the project eligibility criteria?

- **Adherence to the John Cockerill Foundation charter**  
The project and all those involved undertake to respect the [John Cockerill Foundation Charter](#).
- **Is the project supported by a structure whose purpose is exclusively economic and commercial?**
- **Project in line with the UN's Sustainable Development Goals**  
The John Cockerill Foundation is committed to the [Sustainable Development Goals defined by the United Nations](#). The project must be in line with at least one of the 17 SDGs.
- **Project compliance with the core values of the John Cockerill Foundation**  
The project must be in line with all the core values advocated by the John Cockerill Foundation, namely:  
**HUMAN:** We respect all human beings, and our values are openness, consideration, empathy and benevolence towards all.  
**COMMITTED:** We take a stand and act to defend our values, we believe in what we do and we're proud of it.  
**RESPONSIBLE:** We act thoughtfully and consider the consequences of our actions and inactions. We are all ambassadors of the John Cockerill Foundation's societal approach.  
**INNOVATIVE:** We give priority to technical, technological, conceptual and methodological innovation, and seek to apply our creativity and originality to the causes we defend, using a progressive approach.  
**PROJECT-ORIENTED:** Our priority is to implement concrete projects and solutions that meet community needs in a sustainable and collective way.  
**ETHICS:** We act with respect for egalitarian, equitable and universal morality, the Universal Declaration of Human Rights and fair practices.
- **The project must fall within the [scope of the John Cockerill Group's operational and commercial activities](#)**
- **The project must concern a clearly identified or identifiable community**  
The John Cockerill Foundation's action is aimed at clearly identified or identifiable communities. The principle is to act concretely around oneself, on a local scale: at the level of a group of people, a community, a village, a town. The project must clearly identify who will benefit from it, and on what scale.
- **The project must enable mixed support (distributive and operative)**  
The type of sponsorship granted by the John Cockerill Foundation will necessarily be a mixed sponsorship, i.e. a financial investment and an investment in skills/products/services... The John Cockerill Foundation relies on the expertise, know-how and skills of John Cockerill Group employees and can provide support in terms of

technical implementation (design, manufacturing, etc.), logistics, etc. The John Cockerill Foundation does not contribute to a project solely in financial terms.

- **The project must be ready for implementation and feasible in the medium term.**  
The presentation should include the main stages of implementation, as well as an outline budget.
- **The project must have a long-term sustainable impact**  
Projects supported by the John Cockerill Foundation must have a long-term, sustainable impact on the beneficiary community.

All these criteria will be explained in detail in the selection section of the submission.

## 7. What are the project selection criteria?

The project selection criteria enable us to obtain more detailed information on the project submitted and to assess its relevance to the John Cockerill Foundation's strategy.

**\* = mandatory fields**

### Do you have a contact person at John Cockerill?

This question is not mandatory and allows us to potentially identify a "natural" sponsor for the project.

### Description of the association that carries the project\*

Explain in a few words your association & its purpose.

### Project name \*

Specify here the name you have given to your project. This name will be used as a reference in the event of selection.

### Description of the project\*

Present your project and its objectives (key figures, target audience(s), impact...) in a maximum of 3000 characters, including spaces.

### Contribution of meaning \*

Communities around the world face multiple and complex challenges. The John Cockerill Foundation focuses its action on supporting and accompanying local projects in line with the [UN's Sustainable Development Goals \(SDGs\)](#), which affect an entire community rather than individual people. Our role is to provide support and guidance to make their living conditions as dignified as



possible. That's why it's vital that your project emphasizes the importance of meaning in its implementation and results.

- **Select the SDO(s) corresponding to your project. \***

01. No poverty  
02. Zero hunger  
03. Good health and well-being  
04. Quality education  
05. Gender equality  
06. clean water and sanitation  
07. Clean, affordable energy  
08. Decent work and economic growth  
09. Industry, innovation and infrastructure  
10. Reduced inequalities

11. Sustainable cities and communities  
12. Responsible consumption and reproduction  
13. Measures to combat climate change  
14. Aquatic life  
15. Life on earth  
16. Peace, justice and effective institutions  
17. Partnerships to achieve objectives

- **Specify how your project addresses the selected SDGs. \***

The explanation is limited to a maximum of 500 characters, including spaces.

## Ecological footprint of the project

The ecological footprint, i.e. the expression of the impact of an action on the planet's resources, is one of the challenges facing our society.

The concept of environmental impact refers to any change to the environment, positive or negative, resulting in whole or in part from an organization's activities, services or products, from conception to "end of life". There is no such thing as a product with zero environmental impact. Even so-called "green" products have negative impacts on the environment. Every product needs raw materials and energy to be manufactured or to function. All products need to be packaged and transported. Finally, even if recycled several times, all products and packaging will one day become waste.

With this in mind, your project should, for example, commit to controlling the mobility of people or equipment by promoting more ecological means of transport, controlling energy consumption and taking into account the limitation of waste, waste recycling and promoting the reuse of materials, local origin, short circuits...

To find out more about lifecycle analysis, [watch this video](#).

- **Have you ever considered/thought about the footprint of your project? \***
  - If so, please explain in a few words.

## Radiation and reproducibility \*

The John Cockerill Foundation wishes to highlight projects that are visible and reproducible in other geographical areas or environments.

- **Have you established and finalized a communication plan? \***
  - If yes, share your communication plan \* (upload of one file only allowed in the following extensions: .pdf, .xls, .numbers, .xlsx, .doc, .pages, .docx, .odt)
  - If not, please detail your communication channels \*
- **Can your project be replicated and thus transposed by others outside the framework defined for this project? \***
  - Explain your answer \*

## Mixed sponsorship: distributive and operative \*

The type of sponsorship granted by the John Cockerill Foundation will necessarily be a mixed sponsorship, i.e. a financial investment and a non-financial investment (in technologies, skills, products, services).

The John Cockerill Foundation draws on the expertise, know-how and skills of John Cockerill Group employees and can provide support in terms of technical implementation (design, manufacturing), logistics, etc. The John Cockerill Foundation does not support projects from a purely financial point of view.

- **What concrete support do you expect from the John Cockerill Foundation? \***
  - Explain how the financial support from the John Cockerill Foundation will be used in concrete terms.
  - List the non-financial requirements the project will need.
- **What would be the desired financial support (€)?**  
Please enter only whole amounts in Euro, without commas or periods.
- **What is the overall budget of the project in (€)?**  
Please enter only whole amounts in euros, without commas or periods.
- **Attach a complete budget (income/expenditure, including maintenance and renewal expenses over 5 years) [based on this file](#). \***  
Upload of a single file allowed in the following extensions: .pdf, .xls, .numbers, .xlsx, .doc, .pages, .docx, .odt.

## Geographic scope \*

The John Cockerill Foundation operates worldwide and exclusively within the [scope of the John Cockerill Group's operational and commercial activities](#)

- **In which country will the project take place?**

Country \*

Nearest town \*

## Feasibility

Project implementation must be feasible in the medium term.

- [Provisional schedule of realization](#)

The following file can be used as a framework to specify the preliminary execution schedule. You can also provide it as extensions : .pdf , .xls, .numbers, .xlsx, .doc, .pages, .docx, .odt

## 8. Management process for a project supported by the John Cockerill Foundation

### a) Launch – Agreement

- Kick-off meetings with the project leader to refine the elements of the agreement
- John Cockerill Foundation to draw up support agreement
- Signature of the support agreement by the project sponsor and the John Cockerill Foundation
- Set up a Project Working Group (PWG) with internal John Cockerill collaborators, including the potential internal contact mentioned in the form who becomes the project sponsor/project manager. This PWG will be in contact with you/your team.
- The project owner undertakes to monitor the project from start to finish, as stipulated in the agreement.

### b) Project life

- Working with you/your team, the GTP analyzes and implements the agreement.
- The GTP communicates regularly with the Program Manager of the John Cockerill Foundation.
- Regular reports on project progress, budget, KPIs, schedule, risk analysis, etc.

### c) Communication

- The John Cockerill Foundation communicates about a project when the agreement is signed, at the start of the work, during the work and at the end of the collaboration on its various internal (intranet, newsletter, John Cockerill Group

annual report) and external (LinkedIn, Facebook, Instagram, Website) channels.

**d) Fence**

- The project is completed when the agreement has been implemented.

**e) Post-project follow-up**

- At least annual follow-up is organized by the sponsor to ensure that what has been put in place is still operational and still corresponds to the community's needs.





## Do you still have questions?

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Think about the environment. Print this document only if really necessary.

#workingonadream

**John Cockerill**   
**Foundation**