



PROJECT SUBMISSION GUIDELINES



CEI - ITALIAN BISHOPS' CONFERENCE

Committee and Service for charitable actions for the development of peoples

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PROJECT SUBMISSION GUIDELINES

INTRODUCTION

Since our project management and archive system has changed, the following documents **must** also be provided in electronic format (CD or DVD) if possible (**1. Official Application, 2. Description, 3. Budget, 4. Project Fact Sheet, 5. Statements, 6. Specific Information**). **Original** copies of all documents must be provided, together with one complete photocopy.

1 APPLICATION

Applications, **with related statements** (statement template is provided in Annex 1), must be written on official letterhead, dated, signed by the applicant Entity's **Legal Representative** and sent to:

CEI - ITALIAN BISHOPS' CONFERENCE

Comitato per gli Interventi Caritativi per lo Sviluppo dei Popoli
Via Aurelia, 468
00165 Rome – ITALY

2. DESCRIPTION

A) Project Name

B) Applicant Organization: applicant Organizations (except for Bishops' Conferences and Dioceses) must briefly introduce themselves (identity, activities, goals, etc.) and describe past experiences in Third World countries

C) Operational Responsibility: (organization - management – financial management): **name and job description of the person in charge**

D) Reference Context: Place (village, city), District, Diocese, State

E) Local Situation: provide a brief description of fundamental aspects (social, political, economic, education data; etc.) about the place where project activities will be carried out

F) Project Description and Goals: provide a detailed description of your project, including steps, timeline and expected outcomes. In particular, for projects pertaining to Healthcare, School and Education, please refer to paragraph 6.

G) Local Participation:

- Local population involvement and contribution to project implementation
- Role of the local Church
- Cooperation with associations and government institutions based in the local area

H) Future Self-sufficiency: explain how to ensure project continuity and self-sufficiency once external funding has run its course

I) Ownership Title: If your project envisages the construction of a basic building that is required for training purposes, (Regulations - art. 7 – last paragraph), you must include a drawing (hand drawn will suffice as well) with related measurements. The name of the lot owner must be specified, as well as the owner of the planned facility to be built. The same applies to educational material, equipment, instruments, tools etc., if they are part of the project.

L) Photo Documentation: always **attach** photos of places where activities will take place. For example: for training projects, photos of the premises; for agricultural activities, photos of

prospective farmland; for maintenance projects, photos of premises to be renovated; for construction projects, photos of the area and location where construction will take place; for healthcare projects, photos of places where activities will be carried out; etc.

Note:

ORIGINAL copies of projects, including all annexes, must always be submitted, together with one complete photocopy.

Each complete project will be given a NUMBER. This number, which will be assigned by the Service, must be mentioned in every communication, so it will be easier to retrieve your file.

Rejected projects cannot be submitted again, unless the Service states otherwise.

3. BUDGET

You must attach a detailed budget to your project, specifying all individual cost items related to proposed activities. For clarity and transparency's sake, we recommend that you prepare a budget that includes different columns.

(Column 1: cost items, Column 2: costs covered by funds for which the application is being filed, Column 3: costs covered by other financial backers, Column 4: local contributions, Column 5: own funds).

Items that are not eligible for financing (see regulations art. 7 b), "recognized expenses for eligible projects") will have to be accurately described and covered by other financial backers (after having verified their willingness to pay for such items) or by the applicant Entity.

The names of Entities/Agencies that are interested in co-financing the project must be mentioned in full, without abbreviations.

Budgets can be expressed and calculated in local currencies.

Please attach contractors' pro-forma invoices and/or cost estimates to your budgets.

4. PROJECT FACT SHEET

In order to be considered valid, Project Fact Sheets (art. 8 p. 6 of the Regulation) must be completely filled in, signed, stamped and dated. Original copies must be forwarded.

5. STATEMENTS

***statement of approval by the Bishops' Conference of the country involved**

Each application must include the original copy of the local Bishops' Conference statement of approval. (Statements issued by the Regional Bishops' Conferences of Brazil and India are valid as well).

Statements must be written on the Bishops' Conference's letterhead and the original sent to the Italian Bishops' Conference – Service for charitable actions for the development of peoples and signed by the President or Secretary General (Bishop).

Other signatures will not be considered valid.

- **Statements must include the name of the project and applicant Entity**

*** statement of approval by the local Ordinary**

Statements by local Ordinaries must be written on official letterhead and sent to the Italian Bishops' Conference – Service for charitable actions for the development of peoples. They cannot be considered as substitutes for Bishops' Conference statements.

Statements must include the name of the project and applicant Entity, as well as the overall amount envisaged for the project and the amount for which financing is being asked

*** statement by the Superior General or Provincial Superior (only for religious)**

The original copy of the project's approval by the Superior General and Provincial Superior is required.

6. SPECIFIC INFORMATION IN CASE OF APPLICATION PERTAINING TO:

- a. HEALTH CARE FACILITIES*
- b. SCHOOLS*
- c. UNIVERSITIES*

*If applications refer to projects that provide for the establishment of **health care facilities** (dispensaries, clinics, hospitals etc.), **schools** (secondary, vocational etc.), **universities**, you must provide the Specific Information that is indicated in the following tables*

Specific Information that is required in case of financing for

HEALTH CARE FACILITIES – SCHOOLS – UNIVERSITIES

Introduction

HEALTH CARE FACILITIES

In countries with limited resources, every health care facility is a priority for the population. However, important sustainability issues also need to be considered. Therefore, it is essential for every proposed health care facility to be carefully evaluated in order to make the most of available resources. In order for the Italian Bishops' Conference to evaluate your application, please reply to the following questions.

SCHOOLS

Access to national education systems (excluding primary schooling), albeit providing adequate infrastructures and quality, is not ensured for the poorer segments of the population who are not able to afford paying for (both direct and indirect) expenses. Educational goals for this level of schooling, should mostly aim at giving students the necessary training to find jobs (or enroll in a university), so that young people are helped to escape the grasp of poverty through better employment opportunities. Therefore, schools should mostly focus on programs that are in line with current or future employment demands in the reference country.

UNIVERSITIES

Access to higher education is a central issue that is often being debated, especially when considering some countries' circumstances (poverty, hunger, limited health care, illiteracy...) whereby access to higher education seems to be a luxury that cannot be reconciled with local poverty. However, as it is now being internationally acknowledged, any development process, in order to be complete, requires a higher education system to train technical workers, managers, entrepreneurs and specialists who can contribute to the country's economic and social progress and the provision of quality services. The educational goals for university faculties, that are being established or strengthened, must be to give students the necessary training to find a job, so that young people are helped to escape the grasp of poverty focusing on specific employment opportunities. Therefore, universities should mostly focus on programs that are in line with current or future employment demands in the reference country. We do not mean to downplay the importance of speculative subjects and humanities studies however, consistently with our regulations, we want to promote a kind of training that will become a driver of human promotion at individual level and development for society.

In order for the Italian Bishops' Conference to better evaluate applications, applicants should basically “provide answers” to the following questions in projects' descriptive sections.

HEALTH CARE FACILITIES

	INDICATIONS ON HOW TO ANSWER
1. What are the health care needs that the proposed facility is supposed to meet?	<i>Report morbidity and mortality data in the area that is covered by the proposed service using, if possible, official data from local District/Regional Authorities. You must provide quantitative data and not just general statements.</i>
2. Are there other public or private health care facilities operating in the same District/area?	<i>Briefly describe such facilities referring to the local area and population and justify the need to establish/strengthen additional health care facilities. You must provide quantitative data and not just general statements.</i>
3. What services are currently being offered and what improvements do you plan to introduce with CEI funding?	<i>Briefly describe services currently offered by the health care facility, indicating the overall activity for the last 3 years and costs patients had to pay for each service. You must provide quantitative data and not just general statements.</i>
4. What are your staff's professional qualifications?	<i>Briefly describe the number of employees and the qualifications of the health care staff, also specifying their current (and future) salary, differentiating between volunteer and local workers. You must highlight training activities planned for every job description (e.g.: volunteer workers, nurses, physicians etc.). You must provide quantitative data and not just general statements.</i>
5. How can poor people access/will access the health care services for which you are applying for funding?	<i>This is a crucial element. Describe the mechanisms through which poor people access health care services, bearing in mind that CEI funds are mostly aimed at protecting and training frail and poor people. You must provide quantitative data and not just general statements.</i>
6. What are the real possibilities for the health care facility to be financially self-sufficient once support coming from CEI runs out (and cannot be renewed except for exceptional and substantiated reasons)?	<i>Provide an accurate and detailed description of the mechanisms you plan to put in place, also through agreements with government agencies, to ensure the future functioning of the facility and access by poor patients. You must provide quantitative data and not just general statements.</i>
7. What is the relationship between the proposed health care facility and the country's national health care system?	<i>Provide an accurate description of the level of recognition that the proposed health care facility/service enjoys by the national/regional/district health care system, highlighting the existence of agreements that, for example, provide for (i) the payment of staff salaries or part of them; (ii) possible reimbursement of hospitalization costs for particular kinds of patients; (iii) the provision of goods or services, or (iv) other</i>

(Secondary and vocational) SCHOOLS

	INDICATIONS ON HOW TO ANSWER
1. What are the educational needs your project is supposed to meet?	<i>Provide a short analysis of the local labor market situation in order to highlight the reasons for your choice (for example, you focus on mechanical subjects and computer science because there is a demand for mechanics who know how to work on machines and tools and IT technicians to digitalize small local businesses' production and management systems). Indicate the number of students who are currently enrolled/will be enrolled in the various courses and in the whole school and provide employment figures related to graduates, if they are available. You must provide data that are as quantitative and objective as possible and not just general statements.</i>
2. Are there other public or private schools operating in the same District/area?	<i>Briefly describe other schools in the local area, if any, and justify the need to establish/strengthen another school (for example, the poor cannot access nearby schools; there are no courses for those who have dropped out of the national education system....).</i>
3. What will school programs be like and how will teaching activities be organized?	<i>Briefly describe school programs in order to give a clear picture of the subjects that will be taught, workload (hours/week), and teaching mix (hours in class, in the laboratory, projects....)</i>
4. What are teachers' qualifications?	<i>Briefly describe the school's faculty (do teachers come from the local area, are they part of the applicant entity (men/women religious...?) and provide short resumes for a few of them</i>
5. How will poor people access/will access the school for which you are applying for funding?	<i>This is a crucial point when it comes to financing priorities described in the Committee's Regulations. Please describe the enrolment procedures for students coming from poor families (for example, are there different enrolment fees depending on income? Are children coming from the poorest family entitled to any scholarships?).</i>
6. What are the real possibilities for the school to be financially self-sufficient once support coming from CEI runs out (and cannot be renewed except for exceptional and substantiated reasons)?	<i>Provide an accurate and detailed description of the mechanisms you plan to put in place, also through agreements with government agencies, to ensure the future functioning of the school (teachers' salaries? Future equipment and laboratory updates?...). For example, thinking about student activities that might lead to product development/services for the local community (fixing equipment, cell phones, computers, tailoring, faux jewelry....)</i>
7. How does the school fit into the country's national education system?	<i>Describe the level of recognition that the proposed school enjoys within the national, regional and district education system, highlighting the kind of DEGREE it issues and the existence of agreements/other sources of financing that provide some economic coverage for the school: teachers' salaries, scholarships, other ...</i>

UNIVERSITIES

	INDICATIONS ON HOW TO ANSWER
1. What are the educational needs your project is supposed to meet?	<i>Provide a short analysis of the local labor market situation in order to highlight the reasons for your choice (for example, you focus on engineering and economics because there is a demand for technical staff and managers at different levels who might work in local small and medium size enterprises or as entrepreneurs). Indicate the number of students who are currently enrolled/will be enrolled in each faculty and in the whole university and provide employment figures related to graduates, if they are available. You must provide data that are as quantitative and objective as possible and not just general statements.</i>
2. Are there are other public or private universities operating in the same District/area?	<i>Briefly describe other universities in the local area, if any, and justify the need to establish/strengthen another school (for example, public universities do not provide scholarships to poor students or faculties do not provide useful skills to find jobs and employment remains low....).</i>
3. What are courses like and how are teaching activities organized?	<i>Briefly describe course programs, education goals and the way in which teaching is provided: subjects, workload (hours/week), and teaching mix (hours in class, in the laboratory, projects....)</i>
4. What are faculty members' qualifications?	<i>Briefly describe the university faculty (do professors come from the local area, are they part of the applicant entity (men/women religious..))?) and provide a brief resume for a few of them</i>
5. How will poor people access/will access the university for which you are applying for funding?	<i>Describe the enrolment procedures for students coming from poor families (for example, are there different enrolment fees depending on income? Are students coming from the poorest families entitled to any scholarships?).</i>
6. What are the real possibilities for the university to be financially self-sufficient once support coming from CEI runs out (and cannot be renewed except for exceptional and substantiated reasons)?	<i>Provide an accurate and detailed description of the mechanisms you plan to put in place, also through agreements with government agencies, to ensure the future functioning of the university (professors' salaries? scholarships/enrolment fees Future equipment and laboratory updates?...). For example, thinking about student activities that might lead to product development/services for the local community (fixing equipment, bookkeeping....)</i>
7. How does the university fit into the country's national education system?	<i>Describe the level of recognition that the proposed university enjoys within the national, regional and district education system, highlighting the kind of BACHELOR'S DEGREE/MASTER'S DEGREE it issues.</i>

*C.E.I. Italian Bishops' Conference –
Committee for charitable actions for the development of peoples*

Applicant Organization:

Project Name:

Country Involved:

BUDGET TEMPLATE (main cost items – please refer to Regulations Art. 7a regarding eligible items for financing– Art. 7 a)

Indicate the timeframe this budget refers to:

from/...../..... to...../...../.....

LIST OF <i>cost items</i>	C.E.I. FUNDING	FUNDING FROM OTHER ENTITIES	LOCAL CONTRIBUTIONS	OWN FUNDS	TOTAL
TOTAL indicate currency					

-Amounts must be provided in *in local currencies*.

- If possible, report detailed expenses in a separate list (e.g.: cost per hour of training /type of material / equipment/ etc.); **you must** indicate the nationality of trainers .
- If the budget refers to more than one year, you must provide a detailed breakdown for every year.

PLACE AND DATE

READABLE SIGNATURE

ANNEX 1 (Art. 8 p. 1)

TO BE SIGNED BY THE APPLICANT ENTITY'S LEGAL REPRESENTATIVE. THIS MUST BE SUBMITTED
TOGETHER WITH YOUR APPLICATION

- §1. **RESPONSIBILITY** – The applicant Organization signing this application holds exclusive responsibility vis-à-vis the Italian Bishops' Conference for planned activities' successful outcome.
- §2. **DURATION** – The partner Organization declares that activities funded by the Italian Bishops' Conference can continue after CEI support ends.
- §3. **CO-FINANCING**– In case of co-funded projects, the Italian Bishops' Conference cannot approve the requested financing if the other financial backers have not committed to pay the amount apportioned to them.
- §4. **CHANGES IN GOALS, CONTENTS AND PURPOSE** - In case of changes regarding approved projects' goals, contents and purposes, or parts of them; or in case of partial completion of funded activities or incomplete reports, CEI reserves the right to suspend the payment of remaining instalments.
- §5. **REQUESTS TO INCREASE FINANCING**– No increase in project financing can be requested, neither while the project is in progress nor when it ends.
- §6. **DELAYS** – Each delay in the beginning of project activities exceeding 3 months (starting from the moment financing is received) must be substantiated and communicated to CEI as soon as possible in order for CEI to determine whether the bank interest accrued until that time will be invested in the same project or deducted from the following instalment.
- §7. **INSTALMENTS** – Instalment payments, other than the first one, will take place only after our Service has received, verified and approved a complete report and following a specific request (see reporting guidelines). CEI reserves the right to check progress made with the project on site.
- §8. **REPORTS** – Reports must be complete (see reporting guidelines and forms) and signed by the person in charge of the project.
- §9. **DOCUMENTATION** – The applicant Organization commits to keeping original copies of documents justifying expenses (invoices, receipts, etc.) and attaching photocopies to the report. The applicant Organization is aware that CEI reserves the right to ask for unjustified expenses to be paid back. Documents related to expenses must be in the applicant Organization's name. If the applicant Organization wishes to resort to a third party to carry out all or part of its activities, it will have ask our Service for prior authorization and provide a copy of bank transfer made to the third party proving that all or part of the funding was transferred to it. In order for third parties to be authorized by our Service to carry out activities, they must meet the requirements indicated in the Regulations.
- §10. **CANCELING OR ENDING ACTIVITIES** – If a project (or a part of it) cannot be completed, unused funds, including accrued interest, must be immediately paid back to CEI. If the partner Organization ends its activity, the Organization pledges to transfer the ownership of what had been financed by CEI to the local Diocese free of charge (facilities, educational material, equipment, instruments, tools, machinery etc.)
- § 11. **REFERENCE** – The applicant Organization must officially declare that financing is provided by the Catholic Church, which allocates part of the eight per thousand share of total income tax revenue to charitable activities for the development of peoples
- § 12. **PRIVACY POLICY AND CONSENT** - The applicant Organization, under existing legislation, (Leg. Decree of June 30, 2003 n. 196; CEI decree of October 20, 1999), having read the attached information policy, agrees that its personal data are processed by the CEI General Secretariat for uses connected to the procedure's aims and are shared with Entities and agencies that cooperate in the same activity.
The applicant Organization also agrees that its data are shared with other Entities to be used for information and promotional purposes related to activities carried out by the CEI General Secretariat.

Place

Date

Signature of Legal Representative (readable)

Stamp

Position held by the person signing this document:

PRIVACY POLICY

Data related to this procedure are processed by the Italian Bishops' Conference General Secretariat, an ecclesiastical entity recognized under Civil Law.

Pursuant to Legislative Decree n. 196/2003, data processing will be carried out in full compliance with the guarantees that are provided for under Canon Law (General Decree of the Italian Bishops' Conference, October 20, 1999), specifying that:

- a)* processing is inspired by the principles of correctness, lawfulness, loyalty and protection of data owner's privacy;
- b)* acquired data will be processed exclusively in relation to this procedure and its related activities, unless it is specified otherwise;
- c)* acquired data will be included in the CEI General Secretariat data base and will be shared with entities that cooperate in the activity and, if agreed beforehand, with other related entities for information or ancillary activities;
- d)* data provision is mandatory to take part in the procedure, whereas it is optional for information and promotional activities;
- e)* the CEI General Secretariat is responsible for data processing;
- f)* the interested party can exercise its rights to access, integrate, correct, make notes and erase its data, by writing to the entity that is responsible for data processing;
- g)* data are processed, manually and electronically, exclusively by the entity that is responsible for data processing and the persons who provide related services; they are not shared or disseminated externally, except for what is specified under item "c", and are submitted to appropriate security procedures.