PROJECT SUBMISSION GUIDELINES

Documentation to be submitted to S.I.C.S.P.:

- **A.** Cover letter for the project
- **B.** Declaration of commitment and responsibility (See Annex 1)
- **C.** Project Fact Sheet (See Annex 2)
- **D.** Descriptive aspects
- **E.** Financial estimate in columns (See Annex 3)
- **F.** Other declarations and documents (See Annexes 2, 3, 4, 5)
- **G.** Communications with S.I.C.S.P.

A. COVER LETTER FOR THE PROJECT

The letter must contain the title, a short description of the project, the indication of the contribution requested from C.E.I. (in local currency) and of the total cost of the project. The letter shall specify whether the initiative is new or already ongoing and/or whether it is in continuity with an initiative previously financed by C.E.I. and/or by other funders.

The application, complete with all the documentation indicated above and the related annexes, must be submitted to the ITALIAN EPISCOPAL CONFERENCE - Service for Charitable Action for the Development of Peoples (S.I.C.S.P.).

B. DECLARATION OF COMMITMENT AND RESPONSIBILITY (See ANNEX 1)

The legal representative of the applicant entity must sign the declaration of commitment and responsibility and comply with the obligations established therein.

In the case of transfers by C.E.I. not sent directly to the project location, the applicant entity shall have the obligation to transfer the received amount into a local bank current account, with IBAN and account holder name corresponding to those indicated in the Project Fact Sheet (for example Diocese, local partner, …). Bank transfers must always include the project number and reference year in the payment description (C.E.I. Prog. No…/year).[1]

The applicant entity shall be strictly required to promptly inform S.I.C.S.P. in the case of negative circumstances that may compromise the partial or total implementation of the project (economic inflation, conflicts, natural disasters, organizational problems, etc.) and indicate which actions it intends to undertake. In any case, the person in charge of the project has the obligation to request prior authorization from the Service by e-mail (sicsp@chiesacattolica.it), before proceeding with any changes to the objectives, actions, and timelines originally planned and approved by C.E.I.

In the event that the person in charge of the project is replaced, it shall be responsibility of the proposing entity, in the person of its legal representative, to send an official communication to

[1] See section 7 “Communications with S.I.C.S.P.” of these Guidelines, regarding the assignment of the project number and its uses.

S.I.C.S.P., taking care to mention the project number and providing the full details of the new person in charge of the project. In the event of a change of the legal representative, an official communication containing the details of the new representative must be sent to S.I.C.S.P. by the competent authority/body.

During the implementation of the project, each of its components – in particular buildings, equipment, vehicles, etc. – must be used exclusively for the purposes envisaged by the project and cannot be used for other purposes.

Any variation that may become necessary must be adequately substantiated by the applicant entity and authorized in advance by S.I.C.S.P.

Every message, communication or document sent must include the project identification number issued by S.I.C.S.P.

C. PROJECT FACT SHEET (See Annex 2)

The Project Fact Sheet must be filled in all its parts, taking into account the following:

- the contact details of the applicant entity must be provided in a precise and complete manner, including the details of the entity's legal representative.
- in addition to the legal representative, it is necessary to indicate the person in charge of the project, namely the person who will actually follow the project and interface with C.E.I. for all communications, particularly from an administrative perspective (communications and/or requests for information from individuals other than those indicated in the fact sheet will not be taken into consideration). It is necessary to specify the name and title of the person in charge of operations of the project, as well as their postal address, email and telephone contact details.
- specify the Diocese and the locality (geo-localization, address, village, city), Zone-Region, State-Nation where the project will be implemented.
- a short description of the general objective and the planned activities must be included in the project contents
- bank details must be in the name of the applicant entity, preferably with refence to a bank account dedicated to the project in the country of implementation. The Project Fact Sheet must be signed by the legal representative of the applicant entity.
- In the sections reserved for project costs, the amounts must be reported in local currency, as indicated in the budget.
- it is possible to indicate in the Project Fact Sheet a proposed breakdown for the disbursement of the requested grant in multiple instalments, structured according to the project's schedule-

D. DESCRIPTIVE ASPECTS

D.1 PROJECT TITLE

The project title must be concise and descriptive of the project's objective

D.2 Background context

Briefly describe the context of the location where the activities indicated in the project are to be implemented (social, health, educational, political, economic, environmental aspects, etc.) and the related general needs that the project aims to help address.

D.3 Project description and objectives

Explain in detail the general objective and the specific objectives of the project, the direct and indirect beneficiaries (number and description), the beneficiary selection criteria, the expected timeline for its implementation (chronogram) with an indication of any project phases, the staff involved, the results, the project's sustainability planning (economic-administrative, managerial, environmental, cultural, social and community), the specific activities foreseen.

The description must necessarily include an in-depth analysis of the following aspects:

- which needs the project intends to address;
- Whether there are any current initiatives promoted by the applicant Entity at the time of project formulation that address the same needs, specifying how they will integrate with the new proposals for which C.E.I. funding is being requested;
- Which and how many other entities, public or private, operate in the same territory and aim to address the same needs, and how the proposed project will coordinate with these entities;
- Whether any partnership agreements are in place or envisioned between the applicant Entity and local sector authorities for the planned activities;
- the professional qualifications of the staff involved or intended to be involved in the project;
- the measures envisaged to facilitate economically disadvantaged people's access to the activities and services of the entity for which funding is requested;
- The realistic prospects for the project's sustainability once the C.E.I. grant has ended.

D.4 General criteria

In line with the Application Regulations, specify the concrete ways in which the following indications will be carried out (Art. 6.a and 6.c of the Appl. Reg.):

- focus on the poorest and least protected;
- Focus on inclusive training/education;
- Community animation and involvement, so that it becomes the true protagonist of the commitment undertaken;
- Detailed explanation of how individual project activities fit into an overall planning of co-participation by both the local community and the applicant entity;
- The promotional, pedagogical, and animation approach, as well as community participation in the project (through the involvement of various stakeholders);
- Sobriety, essentiality, simplicity and adequacy to actual needs;

- networking through the activation of relations and collaborations starting from the local ecclesial community, also promoting ecumenism and interreligious dialogue, in addition to synergies with local entities and institutions;
- The activation of advocacy and rights-protection pathways, aimed at changing economic, social, and cultural structures and models, in order to support the creation of more open and inclusive communities.

D.5 CO-FINANCING BY OTHER ENTITIES

Provide details on any co-financing from other entities relating to project subcomponents that are complementary to each other

D.6 LOCAL PARTICIPATION

It is necessary to indicate:

- the involvement of the local community / population and its contribution to the implementation of the project
- the role of the local Church (for example number of volunteers/clergy and religious/pastoral workers who regularly collaborate in the facility; presence of the bishop/representatives of the diocese in the governance), etc.
- the collaboration with public institutions, non-profit organizations/local associations operating in the area, based on a subsidiary approach
- in the case of cooperation among several organizations in a network, highlight the forms of promotional and subsidiary accompaniment.

D.7 PROOF OF OWNERSHIP

If the project envisages the construction of “sober and essential” building structures (see Regulations - art. 7), it is necessary to submit the document (updated and valid at the time of project submission) certifying the title of ownership of the land / building (also in cases of renovations/expansions). The land / building must be owned by the applicant entity (See art. 5 of the Application Regulations) or by an Ecclesial Entity as referred to in art. 5, second paragraph (except for specific cases authorized in advance by S.I.C.S.P.).

D.8 REFERENCES AND FLOOR PLANS

For any intervention concerning construction works (new buildings, expansions and/or renovations) it is necessary to submit a bill of quantities, floor plans, the three-dimensional representations and, if possible, the relevant renderings of the structure. These must include clear and detailed indications of room dimensions — using the metric system — as well as capacity and furnishings. In case of expansions of existing structures, in addition to the floor plans of the buildings to be constructed, the floor plans of all pre-existing buildings must also be attached, clearly distinguishing between what is already present and what is to be built, while also providing an overall overview.

D.9 PHOTO/VIDEO DOCUMENTATION

Updated photos showing the current status of the context and premises where the project-related activities and services will take place must always be attached to the application. Specifically, in the case of new constructions, photos of the plot where the building will be built, as well as adjacent and neighbouring plots—including any existing buildings—must be provided to allow for a clear identification of the site. It is also desirable to provide short, relevant videos showing the *status quo*.

In the case of renovations, completions, or expansions of existing buildings, the documentation must include photos of the entire context and the compound (building or group of buildings enclosed by a fence). All photos must include the date, a brief description of the subject, and an clear indication of the address, including their geolocation.

E. FINANCIAL ESTIMATE IN COLUMNS (See Annex 3)

It is necessary to attach a financial estimate in columns of the costs in local currency, itemized and detailed in budget lines related to the activities planned in the project. The costs themselves must be consistent with the pro-forma invoices and quotations that will have to be all attached to the estimate itself and that must have been issued no more than six months prior to the project submission date, on official letterhead, and signed by the supplier.

In the case of constructions, should the project be approved, it is advisable to obtain three separate quotations or to launch a tender process. If the company selected to carry out the works is not the same one that prepared the initial quotations/pro-forma invoices, S.I.C.S.P. must be informed in advance, providing the reasons for the choice.

In the presence of cost items that are not eligible for financing (See Art. 7 of the Application Regulations), but necessary for the project, these must nevertheless be included in the financial estimate with indication of who will cover them (other donors, local contribution, …).

In the presence of non-fundable expenditure items (See Art. 7 of the Application Regulations) that are nevertheless necessary for the project, these must still be included in the financial estimate, indicating who will cover them (own contribution, other donors, local contribution, etc.).

In the case of projects co-financed by other entities, the items allocated to the other funding entities will also have to be precisely indicated, specifying who they are (attaching documentation proving their commitment to fund what falls under their competence).

In any case, the contribution of the proposing entity and the community participation (including direct/indirect beneficiaries) must be stated and included in the financial estimate (see Annex 3), clearly broken down by budget lines. It is appreciated that such contributions be significant, both in absolute value and in relation to the total cost of the project, thus demonstrating the concrete involvement of all stakeholders in the project. These contributions will constitute a fundamental element for the approval of the project.

The financial estimate / "column-based budget" must be submitted in the local currency or in the currency officially used in the country where the project is implemented. The main budget lines must be reported according to the template in Annex 3.

In the case of complex projects, it is advisable to also attach a detailed financial estimate consistent with Annex 3, further breaking down the budget lines into itemized expenditure lines. The pro-forma invoices must correspond to each of these individual budget lines.

For multi-year projects, a financial estimate in columns must also be submitted for each year (for both the total cost and the quota requested from C.E.I.). It goes without saying that the amount requested from C.E.I. for each year must be reported in the specific section of the Project Fact Sheet (Annex 2).

F. OTHER DECLARATIONS AND DOCUMENTS

The following documents and declarations must also be attached to the project:

- **Declaration of approval by the local Episcopal Conference** (for Brazil and India, declarations from the Regional Episcopal Conferences are considered valid). The declaration must be written on the Episcopal Conference's official letterhead and must:
  - be signed by the President or by the Secretary General
  - be addressed to C.E.I.-S.I.C.S.P.,
  - include the date
  - include the project title,
  - include the name of the applicant entity
- **Declaration from the Bishop** (local Ordinary) of the Diocese where the project will be implemented. The declaration, written on the Diocese's official letterhead, must:
  - be addressed to S.I.C.S.P.
  - include the date and
  - include the project title
  - include the name of the applicant entity,
  - include the total cost of the project
  - specify the contribution requested from C.E.I., as indicated in the financial estimate and in the Project Fact Sheet (See Annex 2)
- **for projects submitted by institutes of consecrated life,** two additional declarations of approval must be submitted on the entity's official letterhead:
  - 1. one signed by the Superior General
  - 2. one signed by the Provincial/Regional Superior.

  Both declarations must include the project title, the name of the applicant entity, the total cost of the project, and the contribution requested from C.E.I., as indicated in the financial estimate (see Annex 3) and the Project Fact Sheet (see Annex 2).
- **privacy policy** (See Annex 4)
- **Supplementary information**, in the case of requests for healthcare facilities, schools, or university structures (see Annex 5)

Annexes:

- Annex 1: declaration of commitment and responsibility
- Annex 2: project fact sheet
- Annex 3: financial estimate in columns
- Annex 4: privacy policy statement
- Annex 5: supplementary information (in case of applications for healthcare facilities, schools, university structures)

G. COMMUNICATIONS WITH S.I.C.S.P.

Once the Service for Charitable Action for the Development of Peoples (S.I.C.S.P.) receives the project proposal as detailed in these Guidelines, it will proceed with its registration and assign a project number. Requests that are incomplete and/or do not comply with the directives of these Guidelines cannot be processed nor registered. The project number will be communicated to the addresses specified in the designated section of the Project Fact Sheet (Annex 2). It will be necessary to take note of such number. **Any communication, request, submission of additional material to and from S.I.C.S.P. must mandatorily include the project number.**