GUIDELINES

FOR THE IMPLEMENTATION OF THE REGULATIONS

ITALIAN EPISCOPAL CONFERENCE

Service for Charitable Action for the Development of Peoples

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General preamble

Projects to be submitted to the Italian Episcopal Conference (C.E.I.) through the Service for Charitable Action for the Development of Peoples (S.I.C.S.P.) are aimed at promoting integral human development, as defined in the Preamble and in art. 1 of the Application Regulations

The submission and management of projects follow a well-established approach**, the project cycle**, which is structured in stages, summarized as follows:

1) planning; 2) implementation; 3) evaluation.

In the ***first stage***, **project planning**, needs and priorities are identified together with the local community. This stage also involves identifying the entities that will participate in the project action, namely the main stakeholders, beneficiaries, partners, etc. Once a thorough analysis of the local area's needs has been carried out and the entities participating in the project action have been involved, the necessary documentation is collected and the **project proposal** is drawn up, to be submitted according to the criteria detailed in the PROJECT SUBMISSION GUIDELINES.

If approved by the Presidency of C.E.I., the project moves to the ***second stage*** of the project cycle, which corresponds to the **implementation of the project action**. Throughout this stage, the activities foreseen are put in place, in compliance with the contents, timelines, and costs specified in the approved proposal. Correctly executed activities will generate the expected results, which in turn will contribute to achieving the objectives of the project proposal. **Monitoring** will be carried out throughout the entire duration of the project, serving for the drafting of descriptive reports and financial statements, as detailed in the GUIDELINES FOR REPORTING ON A PROJECT.

The ***third stage*** of the project cycle is **evaluation**. This is based on monitoring, understood as a continuous exercise of comparing the project's progress (during the second stage) against what was foreseen (in the first stage), from the beginning and throughout the entire implementation period of the project action. Monitoring is carried out through qualitative and quantitative indicators appropriately identified since the design stage, and is generally performed by project staff. Evaluation differs from monitoring as it "captures a snapshot" of the project's state of the art at a precise moment: it can be carried out both in itinere (interim evaluation, recommended for projects involving large amounts and a minimum duration of two years) and upon completion of the entire project cycle (final evaluation, generally carried out by S.I.C.S.P.). Monitoring and evaluation, to be carried out as detailed in the GUIDELINES FOR REPORTING ON A PROJECT, are an integral part of

the accompaniment process: an organic system aimed at fraternal cooperation (see Art. 14 of the Application Regulations), which rejects the distinction between “donor” and “recipient” and promotes a logic of reciprocity.

It is required that the execution methods/methodologies, timelines, and the social and cultural impacts of the activities proposed for funding be clearly and detailed. For complex and/or multi-sectoral project designs in specific fields requiring high-level technical expertise (such as, for example, health facilities, etc.), it is highly recommended to rely on appropriate professional figures in the specific sector of intervention. It is essential to remember that elaborate construction works or sophisticated equipment alone do not guarantee the provision of a quality service; to be such, it requires, first and foremost, adequate "human capital" in terms of motivation, style, commitment, and skills, capable of making the best, continuous, and sustainable use of the structures and equipment provided.

The role and involvement of the local community, in its various expressions (project beneficiaries, leaders, representatives, etc.), is fundamental. Therefore, projects that only foresee the construction of structures or the supply of equipment will not be funded without indicating who will use them —along with their respective professional qualifications— what the methods of use are, how the community is involved, and whether a realistic and credible long-term sustainability plan is in place.

Contents of the document

These Guidelines explain certain provisions of articles of the Application Regulations, detailing specific aspects for greater clarity:

A. Applicant Entities (art. 5);
B. Fundable projects (art. 6);
C. Further notes on project management (art. 7);
D. Procedure for approval and funding of projects (art. 9);
E. Accompaniment, monitoring and evaluation of projects (art. 14).
F. Methods for transmitting documentation

A. Applicant Entities (see Art. 5 of the Application Regulations)

The Entities which, pursuant to Art. 5 of the Application Regulations, may request funding in support of projects without requiring accreditation are:

1) "the National Episcopal Conferences and Dioceses of the Countries referred to in Article 4, including bodies with social, health or charitable purposes related to them in a functional and organic relationship, recognized by the Episcopal Conference and/or the local Bishop, and legally constituted".

   For bodies with social, healthcare or charitable purposes linked to Episcopal Conferences or Dioceses in a functional and organic relationship, before submitting projects, it will be necessary to proceed with an "identification", supported by adequate documentation, in particular:

   - statutes/decree of erection or other equivalent documentation showing an organic and functional relationship with the main Institution;
   - an updated letter of presentation from the competent ecclesiastical Authority;
   - an updated organization chart indicating the members, their respective offices and functions;
   - the civil recognition of the body and the indication of a bank account in its name;
   - a note regarding previous projects - if any - completed and/or ongoing, requested by the Body and/or in which the Body has participated, funded by C.E.I. or by related Bodies or by other Episcopal Conferences or by other ecclesial entities;
   - code of ethics, code of conduct, strategic plan, guidelines for the protection of minors and vulnerable adults, against harassment and for the reporting of cases;
   - financial statements for the last 3 years of activity from the date of the identification request.

2) "the national and diocesan Caritas of the Countries referred to in Article 4".

   - For national Caritas, any alternative name is also accepted, provided that it complies with the updated documentation of membership in the Caritas Internationalis Confederation, to be submitted contextually;
   - for diocesan Caritas, any other name is also accepted, provided that it is complies with the following documents to be submitted contextually: statutes and/or decree of erection, updated letter of recognition from the competent Bishop, and recognition by the national Caritas.

3) "Italian Dioceses engaged with Fidei Donum laity and/or priests in cooperation projects between Churches in the Countries referred to in Article 4" (*);

4) "Institutes of Consecrated Life and Societies of Apostolic Life of Pontifical Right operating in the Countries referred to in Article 4" (*).

(*) For these bodies, S.I.C.S.P. reserves the right to request adequate supporting documentation.

Always pursuant to Art. 5 of the Application Regulations, the following may request for funding in support of projects, subject to specific accreditation:

"...other entities of proven reliability and relevance in international cooperation and volunteering, present in the Countries referred to in Article 4 of the Application Regulations".

The sole purpose of this accreditation is the submission of projects to C.E.I. and does not imply a general approval of requesting Entity's work.

In particular, the following may be accredited:

1) "the Institutes of Consecrated Life and Societies of Apostolic Life of Diocesan right". In order to be accredited, the Institute / Society must submit adequate documentation:
   - decree of erection and subsequent relevant documentation, including a license from the Holy See. Such license is mandatory for entities established after November 10, 2020;
   - letter of presentation of the Institute from the current Bishop of the diocese to which it belongs;
   - composition of the governing body in office;
   - indication of the location of the generale and a list of the congregation's houses/works, along with the number of members;
   - civil recognition(s) of the Institute/Society with relevant updated documentation, including an organization chart and documentation certifying the legal representative currently in office;
   - a note on previous projects funded by C.E.I. or by related Bodies or by other Episcopal Conferences or by other ecclesial entities, requested by the Institute/Society and/or in which the same has participated, if available;
   - measures/guidelines adopted for the protection of minors and vulnerable adults, against harassment and for the reporting of cases.
2) "Ecclesial Associations and Movements". These are entities of pontifical right which, in order to be accredited, must submit adequate documentation, including:
   - decree of erection and/or recognition by the competent ecclesiastical Authority,
   - updated statutes;
   - composition of governing body in office;
   - indication of the main headquarters and a list of the other offices/works with number of members;
   - civil recognition(s) of the Association/Movement with relevant updated documentation, including an organization chart and mention of the legal representative currently in office;
   - a note on previous projects - if any - funded by C.E.I. or by related Bodies or by other Episcopal Conferences or by other ecclesial entities, requested by the Association/Movement and/or in which the Association/movement has participated;
   - measures/guidelines adopted for the protection of minors and vulnerable adults, against harassment and for the reporting of cases.

3) "Italian Civil Society Organizations (CSO), legally constituted in accordance with current legislation and recognized by the Italian State, which have an explicit reference to international cooperation and volunteering in their statutes and which are presented by the Italian Dioceses where they have their registered office". In order to be accredited, these Organizations must submit adequate documentation:
   - letter of presentation from the Bishop of the Diocese in which the CSO has its registered office, indicating the substantial link of the CSO with diocesan pastoral/activities;
   - deed of incorporation of the requesting Entity in the form of a public deed or authenticated or registered private agreement;
   - current statutes of the requesting Entity (where not foreseen: internal regulations);
   - certificate of attribution of the tax identification number of the requesting Entity (with the current name according to the statutes in force) and indication of the Legal Representative currently in office;
   - social reports and final financial statements with explanatory notes and/or management report for the last 3 years of activity from the date of the accreditation request, along with the relevant approval acts deliberated by the competent body, as provided for in the statutes, and indication of filing and/or publication on their own website or on that of the associative network to which the Organization belongs;
   - documentation certifying the presence (registration) of the requesting Entity in other Countries, with indication of local banks account(s);
   - a note on previous projects - if any - funded by C.E.I. or by related Bodies or by other Episcopal Conferences or by other ecclesial entities, requested by the CSO and/or in which the CSO has participated;
   - code of ethics, code of conduct, strategic plan, guidelines for the protection of minors and vulnerable adults, against harassment and for the reporting of cases.

4) "Universities and Research Institutes formally recognized by the National Episcopal Conferences or linked to them in a functional and organic relationship". These are entities with registered office in Italy or in the Countries referred to in art. 4 of the Application Regulations which, in order to be accredited, must submit adequate documentation:
   - updated letter of presentation from the competent ecclesiastical Authority;
   - statutes and/or decree of erection or other equivalent documentation showing an organic and functional relationship with the competent Episcopal Conference;
   - updated organization chart indicating members/offices/functions;
   - civil recognitions of the Institution by the competent national Authority;
   - a note on previous projects - if any - funded by C.E.I. or by related Bodies or by other Episcopal Conferences or by other ecclesial entities, requested by the Entity and/or in which the Entity has participated;
   - measures/guidelines adopted for the protection of minors and vulnerable adults, against harassment and for the reporting of cases.

✓ In order to obtain accreditation, requesting Entities must attach to the application, in addition aforementioned documents, a presentation of their organization - identity,

objectives, activities, etc. - and provide a description of the experiences already acquired in the Countries targeted by the actions.

For the purposes of accreditation, the submission of the aforementioned documentation is a necessary but not sufficient condition. The positive conclusion of the accreditation process will in fact depend on an overall assessment, also concerning the actual compliance of the requesting Entity with the provisions of the Application Regulations and these Guidelines.

Accreditation is valid for five years; once this period has elapsed, it may be renewed automatically (S.I.C.S.P. shall in any case have the right to request updates or details regarding the documentation) subject to the adequate implementation of the approved projects and the correct use and reporting of the funding obtained. Otherwise, the Service reserves the right to propose to the Presidency of C.E.I. not to renew the accreditation itself.

B. Fundable projects (See Art. 6 of the Application Regulations)

The priorities set out in Art. 6.a of the Application Regulations must be clearly articulated in the submitted project, particularly regarding community processes for:

(a) combating extreme poverty;

(b) inclusive education.

It will also be necessary to specify which overall objectives (6.b) are intended to be pursued, quantifying their results and beneficiaries.

With regard to the **general criteria**, a detailed explanation must be provided for each of them, indicating the methods and timelines with which they will be implemented. There are **8 characterizing aspects of each project** (see Art. 6.c of the Application Regulations), and adequate evidence must be provided in this regard within the description. In particular, precise elements must be provided regarding the activation of processes already in the project design stage and, subsequently, during its implementation: community animation and involvement, the promotional and pedagogical approach, the co-sharing and co-financing of the project by both the local community and the Applicant Entity, as well as sustainability in its various dimensions.

- Full compliance with the principles of Christian ethics and the Social Doctrine of the Church constitutes an essential, indispensable, and transversal prerequisite for every project, in all its stages and articulations. This compliance must guide both the ends pursued and the means adopted, so as to guarantee consistency and credibility in every operational area and moment. To this end, each Entity involved—in any capacity—is called upon to exercise both direct responsibility and indirect responsibility, should it contribute to or allow, even if only implicitly, choices or behaviours contrary to the aforementioned principles.

- Within the framework of the projects, attention to ecological aspects must also be guaranteed, avoiding negative impacts on the environment and promoting interventions for the care and custody of Creation (e.g., land regeneration interventions, investments for climate adaptation, etc.).
- Requests for additional contributions for the integration of an ongoing project that has already been approved and funded are not eligible for funding.
- If a project includes microcredit activities, documentation regarding verification and certifications in compliance with the banking regulations of the Country where the project is implemented must be provided to S.I.C.S.P. by the applicant Entity; at the end of the project, any remaining credit capital will remain available as a revolving fund for other financing in line with the funded project, or must be transferred to the host Diocese for charitable activities, in either case subject to a prior written agreement with S.I.C.S.P.

C. Further notes on project management (see Art. 7 of the Application Regulations)

- Projects foreseeing **funding requests** exceeding one million euros are not permitted.

For complex projects that nevertheless require substantial resources, a “modular” presentation is preferable wherever possible, structured into sub-projects that are in themselves simpler and of a more limited amount, provided that the overall project is explicit, clear, and coherent, and each module is autonomous in terms of resources, deadlines, and management, with relevant, specific, and well-defined objectives. It is understood that the funding of a sub-project by C.E.I. does not constitute a commitment to fund any other sub-projects. The latter will, in any case, be subject to the correct reporting of the previous one.

In the submission of projects, particular attention must be paid to the appropriateness of the estimates, which must be submitted for each planned expense. The request must specify the exact bank destination of the funds allocated by C.E.I., which will be disbursed into the account indicated in the application. The bank account to which the funding is transferred must be in the name of the Applicant Entity (requests for disbursements to bank accounts held in the name of natural persons are not accepted).

- For the purposes of **transparency and traceability** of the funding granted, S.I.C.S.P., where it deems it necessary, may request the opening of a dedicated bank account to which the funds for the implementation of the project will be transferred; in this case, when reporting

on the project, a copy of the bank statement must be provided for verification of the movements relating to the dedicated account.

- With regard to projects involving the **construction of new structures or the renovation/modification or expansion of existing structures**, the need for them to be sober and essential, to provide safety equipment, and to ensure the accessibility of spaces to people with disabilities is reiterated. In addition to the itemized estimates, the bill of quantities, detailed floor plans of the requested constructions, three-dimensional representations, preferably drawn up by a professional, and possibly also the related renderings, must be attached to the project. Furthermore, certification of compliance with local building regulations must be submitted, where provided for by current legislation in the Country where the project is implemented.
- All projects, particularly those involving constructions, must include **parameters for environmental protection** (prevention of water, air, soil, and noise pollution, sustainable use of resources, waste recycling, soil protection, environmental hygiene, building design, etc.) to be specified within the project sustainability planning, also in accordance with the regulations in force locally.
- **The ownership of the immovable property** (buildings or otherwise, to be documented by attaching the title deed of ownership and/or possession of the land/property) must be registered in the name of the local Diocese or the Institutes and/or other eligible applicant Entities (see Art. 5 of the Application Regulations), and said immovable property must be bound according to the provisions of the project (in its means and ends) approved by C.E.I. for a minimum of 20 years. **In the event of particular situations, any different decision in this regard must be agreed upon in advance with S.I.C.S.P. prior to its implementation** (e.g., if the applicant Entity withdraws from the Country or is no longer able to continue the activities started with the project funded by C.E.I., the clause for free-of-charge transfer to the Diocese must be respected, possibly under a free loan for use agreement, with the relative commitment to maintain the intended use provided for in the funded project for at least 20 years).
- Purchases (of equipment, machinery, etc.) or expenditures for professional expertise **outside the Country of intervention** (to be made preferably in neighbouring countries) **are permitted exclusively** if such goods or services are not available locally, or are available locally at a much higher cost. It is highlighted that any purchases in Italy, authorized in

advance, **must not be subject to tax**, as it is possible to request their exemption, based on current legislation, at the time of order. Under no circumstances can the cost of VAT be charged to the C.E.I. funding. For all expenditures incurred outside the Country of intervention, whether for goods or services, **it is mandatory to report the costs relating to transport expenses, customs clearance, etc., in the financial budget / "column-based budget", clearly indicating whether they are requested from C.E.I.**

- Expenditures related to management and personnel costs are eligible for funding within the limits established in the Application Regulations. For the remuneration of project personnel, it is necessary to attach a table detailing the justifications / activities / duration / periods / expected remuneration. These costs as a whole must not exceed 7% of the project total. For projects that fall fully within the priorities set out in Art. 6.a of the Application Regulations, this percentage may also be higher, limitedly to the expenditures and stages strictly indispensable and pertaining to the following cases:
    - (a) **at the kick-off** of the project (therefore, the objective and methodology for future sustainability must be clear and explicit);
    - (b) for **specific (and limited)** support to deal with temporary, contingent, and unpredictable critical situations with a view to their resolution;
    - (c) **innovative activities/actions** that require funding for the **start-up** (in this case, the objective and methodology for future sustainability must be clear and explicit)

  If, **for the same project, funding is requested for the same budget items from multiple donors without this being expressly declared** to C.E.I., or if the Applicant Entity uses the contribution granted in a seriously improper manner, its **accreditation will be revoked**. Furthermore, the applicant Entity must return the sums disbursed, without prejudice to the initiation of further legal action should an offense be established. In both cases, the Ordinary of the Diocese and the President of the Episcopal Conference who ratified the request will be informed, and they will evaluate, among other things, any possible recourse to the Judicial Authority.
- It is understood that compliance with all regulations falls under the legal responsibility of the Entity implementing the project and not of the one funding it.

D. Procedure for approval and funding of projects (See Art. 9 of the Application Regulations)

The reC.E.I.pt of projects, the verification of their formal completeness, and an initial analysis are carried out by S.I.C.S.P., which transmits the applications to the Committee for the required opinion. Following the work of the Committee, the project is transmitted to the Presidency of C.E.I. for the relevant decisions, with one of the following possible recommendations:

1) positive opinion for the entirety of the project;

2) positive opinion with partial funding;

3) suspension of judgment on the project, which becomes the subject of a post-Committee appraisal, with a request to the applicant Entity for supplementary documentation;

4) negative opinion with the possibility of resubmitting the project, notifying the applicant Entity of the positive evaluation regarding the potential and aims of the project, while simultaneously highlighting the critical issues detected in the formulation of the proposal;

5) negative opinion.

E. Accompaniment, monitoring and evaluation of projects (See Art 14 of the Application Regulations)

- Accompaniment, monitoring, and evaluation are qualifying elements both in terms of the pastoral and pedagogical impact of the projects, in a spirit of reciprocity, and in terms of efficacy, relevance, impact, and transparency in the use of resources.

  Indeed, taken together, they constitute a general focus that is not limited to the single project, but is in fact part of a broader process that can focus on realities, sectors, countries, etc. To this end, S.I.C.S.P. defines—in agreement with the General Secretariat of C.E.I.—the priorities and concrete methods for implementing this overall focus, including operational aspects, according to an organic action plan.

F. Methods for submitting documentation

All the documentation **indicated in points A-B-C-D-E, in the Project Submission Guidelines and in the Guidelines for Reporting on a Project, and any other formal communication** must be submitted to the ITALIAN EPISCOPAL CONFERENCE - Service for Charitable Action for the Development of Peoples, **exclusively in digital format**.

ANNEX. LIST OF TARGET COUNTRIES

DAC List of ODA Recipients | Effective for reporting on 2025 flows

LEAST DEVELOPED COUNTRIES	LOW INCOME COUNTRIES WHICH ARE NOT LDCs (per capita GNI <= $1 135 in 2022)	LOWER MIDDLE INCOME COUNTRIES AND TERRITORIES WHICH ARE NOT LDCs (per capita GNI $1 136 - $4 465 in 2022)	UPPER MIDDLE INCOME COUNTRIES AND TERRITORIES WHICH ARE NOT LDCs (per capita GNI $4 466 - $13 845 in 2022)
Afghanistan (L)	Democratic People's Republic of Korea	Algeria	Albania
Angola (LM)	Syrian Arab Republic	Bhutan	Argentina
Bangladesh (LM)		Bolivia	Armenia
Benin (LM)		Cabo Verde	Azerbaijan
Burkina Faso (L)		Cameroon	Belarus
Burundi (L)		Congo	Belize
Cambodia (LM)		Côte d'Ivoire	Bosnia and Herzegovina
Central African Republic (L)		Egypt	Botswana
Chad (L)		Eswatini	Brazil
Comoros (LM)		Ghana	China (People's Republic of)
Democratic Republic of the Congo (L)		Honduras	Colombia
Djibouti (LM)		India	Costa Rica
Eritrea (L)		Iran	Cuba
Ethiopia (L)		Jordan	Dominica
Gambia (L)		Kenya	Dominican Republic
Guinea (LM)		Kyrgyzstan	Ecuador
Guinea-Bissau (L)		Lebanon	El Salvador
Haiti (LM)		Micronesia	Equatorial Guinea
Kiribati (LM)		Mongolia	Fiji
Lao People's Democratic Republic (LM)		Morocco	Gabon
Lesotho (LM)		Nicaragua	Georgia
Liberia (L)		Nigeria	Grenada
Madagascar (L)		Pakistan	Guatemala
Malawi (L)		Papua New Guinea	Guyana[2] (H)
Mali (L)		Philippines	Indonesia
Mauritania (LM)		Samoa	Iraq
Mozambique (L)		São Tomé and Príncipe	Jamaica
Myanmar (LM)		Sri Lanka	Kazakhstan
Nepal (LM)		Tajikistan	Kosovo
Niger (L)		Tokelau*	Libya
Rwanda (L)		Tunisia	Malaysia
Senegal (LM)		Ukraine	Maldives
Sierra Leone (L)		Uzbekistan	Marshall Islands
Solomon Islands[1] (LM)		Vanuatu	Mauritius
Somalia (L)		Viet Nam	Mexico
South Sudan (L)		Zimbabwe	Moldova
Sudan (L)			Montenegro
Tanzania (LM)			Montserrat[3] (H)
Timor-Leste (LM)			Namibia
Togo (L)			Nauru[4] (H)
Tuvalu (UM)			Niue*
Uganda (L)			North Macedonia
Yemen (L)			Palau
Zambia (LM)			Panama[2] (H)
			Paraguay
			Peru
			Saint Helena*
			Saint Lucia
			Saint Vincent and the Grenadines
			Serbia
			South Africa
			Suriname
			Thailand
			Tonga
			Türkiye
			Turkmenistan
			Venezuela[5]
			Wallis and Futuna*
			West Bank and Gaza Strip

(1) General Assembly resolution A/73/L.40/Rev.1 adopted on 13 December 2018 decided that São Tomé and Príncipe and Solomon Islands will graduate six years after the adoption of the resolution, i.e., on 13 December 2024. Angola's graduation from the LDC category was deferred to February 2024. São Tomé and Príncipe graduated from the LDC category on 13 December 2024; the graduation of Solomon Islands was deferred to 13 December 2027 (A/RES/77/323). At the Committee for Development Policy's 2024 Triennial Review, Angola no longer met the graduation criteria from the LDC category.

(2) Guyana and Panama exceeded the high-income threshold in 2022. In accordance with the DAC rules for revision of this List. If they remain a high-income country until 2025, they will be proposed for graduation from the List in the 2026 review.

(3) The DAC agreed to defer the decision to graduate Montserrat until October 2025, based on reliable GNI per capita data to be submitted by the latest on 1 July 2025. If the data show that Montserrat remained a high-income country, it will be proposed for graduation for 2026.

(4) The DAC approved the graduation of Nauru from the DAC List of ODA Recipients but agreed to defer the date of effect of its graduation until 1 January 2026. In January 2026, the DAC will update the DAC List of ODA Recipients to reflect Nauru's graduation.

(5) Venezuela has been temporarily unclassified by the World Bank in July 2021 pending release of revised national accounts statistics. Estimated placement on the List.

*Countries and territories not classified in World Bank income groups. Estimated placement on the List.

Note: L, LM, UM and H shown after country names refer to the latest World Bank income classifications of: LDCs and any high-income countries that have not yet met the criteria for graduation. For the World Bank's current 2024 fiscal year, low income (L) economies are defined as those with a GNI per capita, calculated using the World Bank Atlas method, of USD 1 135 or less in 2022; lower middle-income (LM) economies are those with a GNI per capita between USD 1 136 and USD 4 465; upper middle-income (UM) economies are those with a GNI per capita between USD 4 466 and USD 13 845; high income (H) economies are those with a GNI per capita of more than USD 13 845.

OECD
BETTER POLICIES FOR BETTER LIVES

DAC List of ODA Recipients | Effective for reporting on 2025 flows | oe.cd/dac-list-oda-recipients