**DECLARATION OF INVOLVEMENT AND RESPONSIBILITY OF THE APPLICANT ORGANIZATION**

**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 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 communicated to our Service.

§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). Our Service 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 ACTIVITES – 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, whenever the project is mentioned in any form and in any means of communication (printed press, posters, plates, banners, websites, etc.) 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 in third world countries. For this purpose you must use the 8XMille downloadable logo in [www.chiesacattolica.it/sictm](http://www.chiesacattolica.it/sictm) (top right).

 § 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 Secretary 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.