

**PROJECT SUBMISSION GUIDELINES**



 CEI - ITALIAN BISHOPS’ CONFERENCE

Committee and Service for Charitable Action in the Third World

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**PROJECT SUBMISSION GUIDELINES**

**NECESSARY DOCUMENTS**

1. **Official Application**
2. **Description of the entire project**
3. **Finance budget**
4. **Pro-forma invoices and/or cost estimates**
5. **Summary form**
6. **Declaration of Involvement and Responsibility**
7. **Credential Letters (Bishops’ Conference, Local Bishop, General Superior and Provincial Superior)**
8. **7 Questions on health care facilities, schools and universities**

All the documents should be sent in two copies: one in original and one in copy.

The documents should be sent possibly in electronic format (cd, dvd, etc.).

Without one or more of the above documents, we do not accept the entire application.

1. **OFFICIAL APPLICATION**

Applicationsmust be written on official letterhead, dated, signed by the applicant organization’s **Legal Representative** and sent to:

**CEI - ITALIAN BISHOPS’ CONFERENCE**

**Service for Charitable Action in the Third World**

**Via Aurelia, 468**

**00165 Rome – ITALY**

**2. DESCRIPTION**

1. **Project name**
2. **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. If it is the first time that the Applicant Organization presents a project, it is necessary to enclose the constitutive act, statute and a formal presentation of an ecclesiastical authority.
3. **Operational Responsibility**: (organization - management – financial management): **name and job description of the person in charge and its e-mail account.**
4. **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 concerning Healthcare, School and Education, please refer to paragraph 8.

G) **Local participation**:

1. Local population involvement and contribution to project implementation.
2. Role of the local Church
3. 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 (blue plan). The name of the lot owner must be specified, (enclose the property title) 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 and communicated by the Service via e-mail, must be mentioned in every communication.

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

1. **FINANCE BUDGET OF THE PROJECT**

You must attach a detailed budget to your project (see the enclosed budget).

It should be filled in and signed.

All the costs must be indicated and also the items that are not eligible for financing (see regulations art. 7 b, "recognized expenses for eligible projects") covered by other financial backers or covered 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 must be prepared in local currencies**.

**Please fill in the budget following the indicated notes.**

1. **PROFORMA INVOICES AND/OR COST ESTIMATES**

Every individual cost must be certificated by a pro-forma invoices or cost estimates of the supplier (the document should be written on the letterhead paper of the supplier, stamped and signed by the supplier).

1. **SUMMARY FORM**

In order to be considered valid, Summary forms (art. 8 p. 6 of the Regulations) must be completely filled in, signed, stamped and dated. Original copies must be forwarded. Please fill in the bank accounts that should be headed to the Applicant Organization. In any case no personal accounts could be considered valid.

1. **DECLARATION OF INVOLVEMENT AND RESPONSIBILITY**

Copy the declaration of involvement and responsibility (enclosed) on the letterhead paper of the Applicant Organization, fill in, dated and stamped in original.

1. **CREDENTIAL LETTERS (Bishops’ Conference, Local Bishop, General Superior and Provincial Superior only for religious)**

**\* credential letter of the Bishops’ Conference**

Each application must include the original letter of the Bishops’ Conference of the Country (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 sent to the Italian Bishops’ Conference – Service for Charitable Action in the Third World and signed by the President or General Secretary (Bishop). Other signatures will not be considered valid.

**The Bishops’ Conference Letter must include the name of the project and the name of the applicant organization.**

**\* credential letter of the Local Bishop**

The letter by local Ordinaries must be written on official letterhead and sent to the Italian Bishops’ Conference – Service for Charitable Action in the Third World. They cannot be considered as substitutes for Bishops’ Conference statements.

**The letter of the local Bishop must include the name of the project and the name of the applicant organization, as well as the overall amount envisaged for the project and the amount for which financing is being asked.**

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

The original copy of the project’s approval by the Superior General or Provincial Superior is required.

1. **SPECIFIC INFORMATION** IN CASE OF APPLICATIONS CONCERNING:
	1. HEALTH CARE FACILITIES
	2. SCHOOLS
	3. 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, as per 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**

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|  | **INDICATIONS ON HOW TO ANSWER** |
| 1. **What are the health care needs that the proposed facility is supposed to meet?**
 | 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.  |
| 1. **Are there other public or private health care facilities operating in the same District/area?**
 | 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.  |
| 1. **What services are currently being offered and what improvements do you plan to introduce with CEI funding?**
 | 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. |
| 1. **What are your staff’s professional qualifications?**
 | 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. |
| 1. **How can poor people access/will access the health care services for which you are applying for funding?**
 | 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. |
| 1. **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)?**
 | 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. |
| 1. **What is the relationship between the proposed health care facility and the country’s national health care system?**
 | 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 |

**SCHOOLS**

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|  | **INDICATIONS ON HOW TO ANSWER** |
| 1. **What are the educational needs your project is supposed to meet?**
 | 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.  |
| 1. **Are there other public or private schools operating in the same District/area?**
 | 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.…).  |
| 1. **What will school programs be like and how will teaching activities be organized?**
 | 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….) |
| 1. **What are teachers’ qualifications?**
 | 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  |
| 1. **How will poor people access/will access the school for which you are applying for funding?**
 | 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?).  |
| 1. **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)?**
 | 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….) |
| 1. **How does the school fit into the country’s national education system?**
 | 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 … |

**UNIVERSITIES**

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|  | **INDICATIONS ON HOW TO ANSWER** |
| 1. **What are the educational needs your project is supposed to meet?**
 | 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.  |
| 1. **Are there are other public or private universities operating in the same District/area?**
 | 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.…).  |
| 1. **What are courses like and how are teaching activities organized?**
 | 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….) |
| 1. **What are faculty members’ qualifications?**
 | 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 |
| 1. **How will poor people access/will access the university for which you are applying for funding?**
 | 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?). |
| 1. **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)?**
 | 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….) |
| 1. **How does the university fit into the country’s national education system?**
 | 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. |