

VINCENTIAN SOLIDARITY FUND MICRO-PROJECT GRANT APPLICATION FORM

INSTRUCTIONS

The attached VSF Micro-Project Grant Application Form should be used by the visitor, vice-visitor or mission superior of an international mission of the General Curia to request a grant from the Vincentian Solidarity Fund (VSF) of up to \$5,000 United States Dollars (USD) for a micro-project.

Please print or type the answers to all questions on the application form. The VSF Micro-Project Grant Application Form and all written correspondence can be sent in English, French or Spanish to the Director of the Vincentian Solidarity Office (VSO):

Father Miles Heinen, C.M.
Vincentian Solidarity Office
500 East Cheltenham Avenue
Philadelphia, Pennsylvania 19144
United States of America

+1 215-713-2432 (Telephone)
+1 215-843-9361 (Fax)
cmvso@yahoo.com (E-mail)
www.famvin.org/vso (Website)

All written correspondence from the VSO staff to the applicant will be in English.

Applications that satisfy all of the following seven criteria approved by the Superior General and the General Council are eligible to be considered for a VSF micro-project grant:

1. The Superior General (International Mission), visitor, or vice-visitor approves and sends the VSF Micro-Project Grant Application Form to the Director of the Vincentian Solidarity Office.
2. The VSF Micro-Project Grant Application Form is properly filled out.
3. The province, vice-province or mission submitting the VSF Micro-Project Grant Application Form is eligible for VSO service, as determined by the Superior General and the General Council. (Refer to the list on the next page.)
4. The micro-project is a work of the Congregation of the Mission and benefits the needs of the confreres of the province, vice-province or mission, or the people they serve.
5. The VSF micro-project grant is for \$5,000 USD or less.
6. The Vincentian Solidarity Fund has the financial resources to award the VSF micro-project grant.
7. A province, vice-province or mission can only receive one (1) VSF micro-project grant per funding year (May to April).

VSF Micro-Project Grant Application Forms will be considered for funding by the VSO at four meetings according to the schedule below.

Applications received by the VSO:	Will be considered for funding in:
From May 1 through August 31	September
From September 1 through October 31	November
From November 1 through January 31	February
From February 1 through April 30	May

After each meeting, the VSO Director will inform the applicants regarding the funding decisions made about their applications:

- **Approved:** The application is approved for funding.
- **Deferred:** The application will be reconsidered at the next funding meeting.
- **Not Approved:** The application was not approved for funding because there were insufficient monies in the Vincentian Solidarity Fund to award a VSF micro-project grant in the current funding year.

**CONGREGATION OF THE MISSION
PROVINCES, VICE-PROVINCES, MISSIONS AND ENTRUSTED VICARIATES APOSTOLIC
ELIGIBLE FOR VSO SERVICE**

*Organized under the Visitors' Conferences and the General Curia
Approved by the Superior General and His Council in June of 2010*

<p style="text-align: center;">COVIAM <i>(Conference of the Visitors in Africa and Madagascar)</i></p> <p>Cameroon* Congo Ethiopia (and Apostolic Vicariates of Nekemte and Jimma Bonga) Madagascar Mozambique* Nigeria St. Justin de Jacobis Chad- mission</p>	<p style="text-align: center;">CEVIM <i>(Conference of Visitors of the Congregation Of the Mission of Europe and the Orient)</i></p> <p>France – (only Algeria, Cameroon, & Iran) Hungary Italy – (only Albania) Orient Poland (only Kazakstan) Portugal Slovakia Slovenia (only Argentina) Spain – Barcelona (only Honduras) Spain – Salamanca (only Mozambique) Spain – Zaragoza (only Honduras) SS. Cyril & Methodius*</p>
<p style="text-align: center;">CLAPVI <i>(Latin American Conference of Vincentian Provinces)</i></p> <p>Argentina Brazil – Curitiba Brazil – Fortaleza Brazil – Rio de Janeiro Central America Chile Colombia (and Rwanda/Burundi) Costa Rica* Cuba Ecuador Mexico Peru Puerto Rico Venezuela</p>	<p style="text-align: center;">NCV <i>(National Conference of Visitors of the United States)</i></p> <p>USA – Eastern (only Panama) USA – Midwest (only Kenya)</p>
<p style="text-align: center;">APVC <i>(Asia Pacific Visitors' Conference)</i></p> <p>Australia (only Fiji) China India – North India – South (and Tanzania) Indonesia Philippines Vietnam*</p>	<p style="text-align: center;">GENERAL CURIA <i>(International Missions)</i></p> <p>Bolivia - El Alto & Cochabamba Papua New Guinea Solomon Islands Tunisia Angola Benin</p> <p>Notes * denotes Vice-Province Provinces: 28 Vice-Provinces: 5 Province Missions: 13 International Missions of the General Curia: 7 Visitor Conference Mission: 1 Entrusted Vicariates Apostolic: 2 Total: 56</p>

VSF MICRO-PROJECT GRANT APPLICATION FORM

OFFICIAL APPROVAL OF THE MICRO-PROJECT

I approve this VSF Micro-Project Grant Application Form:

Signature of the Superior General, Visitor, or Vice-Visitor

E-mail Address of Signer: _____

Date

Official Seal

GENERAL INFORMATION

1. What is the name of the province, vice-province or mission submitting the application form?
2. What is the title of the micro-project?
3. Where is the micro-project located? *(Please complete the following information.)*

Name of the Apostolate:

Address:

Telephone Number:

Fax Number:

E-mail Address:

4. Who is the confrere responsible for the micro-project?

Name:

Current Assignment:

Relationship to the Micro-Project:

Address:

Telephone Number:

Fax Number:

E-mail Address:

PROBLEM STATEMENT

5. What is the specific problem or need that the micro-project intends to solve? *(Explain the local reality; socio-economic, political or religious context; or history of the micro-project.)*
6. Who are the people served by the micro-project? *(Provide detailed information about the beneficiaries of the micro-project, e.g., number of people served, racial background, gender, ages, economic status, education level, stage of formation, etc.)*

GOAL

7. What is the goal of the micro-project? *(Write a simple sentence stating the general purpose of the micro-project that addresses the specific need identified in the problem statement.)*

OBJECTIVES

8. What are the objectives for the micro-project? *(Describe in one-sentence statements the specific, concrete and measurable results that will accomplish the goal of the micro-project.)*

METHOD

9. What work or activities will be done to accomplish the objectives of the micro-project? *(Describe the micro-project in detail.)*

10. Who will do the work or activities of the micro-project? *(Identify the people involved in implementing the micro-project.)*

11. *How long will it take to complete the work or activities of the micro-project? (Provide a time schedule for the micro-project.)*

BUDGET

- *Micro-projects must be \$5,000 USD or less in total cash costs to be eligible for funding from the VSF.*
- *List the exact amount of funding needed (rather than an approximate amount) in the local currency for the micro-project.*
- *Include a pro-forma quotation from a vendor for all equipment and materials to be purchased with your application.*
- *Include a simple architectural plan and an estimate or bill of quantity from a qualified engineer or architect for any construction or renovations with your application.*

12. What is the name of the local currency that will be used to pay the cash expenses of the micro-project?

13. What are the specific cash expense items for the micro-project in the local currency and the total cost of the micro-project in the local currency and USD? *(Please complete the table below in answering this question).*

Expense Item	Cost Per Item in Local Currency	Quantity of Items	Total Cost of Expense Item in Local Currency
Total Cost of Micro-Project in Local Currency:			
Exchange Rate Used for Local Currency: 1 USD =			
Total Cost of Micro-Project in USD:			

EVALUATION AND ACCOUNTABILITY

14. Do you agree to send the following information about the micro-project to the Vincentian Solidarity Office?

- A written narrative evaluating the implementation of the project, using the form “Narrative Report Form”.
- A financial report using the report forms entitled “Financial Report Forms” (note: instructions are given in a series of 3 powerpoint shows entitled “Instruction powerpoint_1 of 3” “_2 of 3” etc. Each will play when double clicked.)
- Copies of all receipts or paid vouchers for the cash expenses of the project
- Pictures of the project (digital pictures or hard copy photographs)

Answer (yes or no): _____