

## VINCENTIAN SOLIDARITY OFFICE PROJECT APPLICATION FORM

### INSTRUCTIONS

The attached VSO Project Application Form should be used by the visitor, vice-visitor or superior of an international mission of the General Curia to request assistance from the Vincentian Solidarity Office (VSO) for the funding of a project.

Please print or type the answers to all questions on the application form. If you need more space to answer any of the questions, you can attach additional pages to the application. You may also attach any other information that would be helpful in understanding the project. The VSO Project Application Form and all written correspondence must be sent to the VSO Director:

Father Miles J. 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)

Applications that satisfy all of the following six VSO project criteria approved by the Superior General and his Council will be accepted for VSO service:

1. The Superior General, Visitor or Vice-visitor approves and sends the VSO Project Application Form to the Director of the Vincentian Solidarity Office.
2. The VSO Project Application Form is properly filled out.
3. The province, vice-province or mission submitting the VSO Project Application Form is eligible for VSO service, as determined by the Superior General and his Council. (*Refer to the list on the next page.*)
4. The 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. There is a reasonable chance of securing funds for the project.
6. The Vincentian Solidarity Office has the resources to work on the project.

After receiving a VSO Project Application Form, the VSO Director will inform the applicant regarding the decision made about his application:

- **Accepted:** The application is accepted for VSO service.
- **Not Accepted:** The application was not accepted for VSO service because it did not satisfy all six VSO project criteria.

If the project is accepted for VSO service, the VSO staff will work to secure the funds requested for the project. However, there is no guarantee that the project will be funded. Success in securing funds for a project depends on a number of factors, e.g., the type of project, the amount of money requested, the cooperation of the applicant in supplying information to VSO staff about the project, the support of the local bishop or episcopal conference for the project, the local contribution toward the project, availability of funding for the project, etc.

Projects accepted for VSO service may receive matching funds from the Vincentian Solidarity Fund (VSF). VSF monies are used to match funding secured for VSO projects up to 50% of the cash costs of a project beyond the local contribution. VSF matching funds are restricted and only can be released once monies have been secured from other funding sources.

**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*

**COVIAM**

*(Conference of the Visitors in Africa  
and Madagascar)*

Cameroon\*  
Congo  
Ethiopia (and Apostolic Vicariates of Nekemte and  
Jimma Bonga)  
Madagascar  
Mozambique\*  
Nigeria  
St. Justin de Jacobis  
Chad- mission

**CEVIM**

*(Conference of Visitors of the Congregation  
Of the Mission of Europe and the Orient)*

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\*

**CLAPVI**

*(Latin American Conference of  
Vincentian Provinces)*

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

**NCV**

*(National Conference of Visitors  
of the United States)*

USA – Eastern (only Panama)  
USA – Midwest (only Kenya)

**GENERAL CURIA**

*(International Missions)*

Bolivia - El Alto & Cochabamba  
Papua New Guinea  
Solomon Islands  
Tunisia  
Angola  
Benin

**APVC**

*(Asia Pacific Visitors' Conference)*

Australia (only Fiji)  
China  
India – North  
India – South (and Tanzania)  
Indonesia  
Philippines  
Vietnam\*

**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

## VSO PROJECT APPLICATION FORM

### OFFICIAL APPROVAL OF THE PROJECT

I approve this VSO Project 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 project?

3. Where is the 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 providing the VSO staff with information about the project?

Name:

Current Assignment:

Relationship to the Project:

Address:

Telephone Number:

Fax Number:

E-mail Address:

5. What is the name of the local bishop and his diocese?

6. Does the bishop know about the project (yes or no)?
7. Does the bishop need to approve the project (yes or no)?
8. If a funding organization requires it, are you willing to request a letter of support and/or the signature for a grant application form from the bishop for the project (yes or no)?
9. If a funding organization requires it, are you willing to request a letter of support and/or the signature for a grant application form from the president of the episcopal conference (yes or no)?

**PROBLEM STATEMENT**

10. What is the specific problem or need that the project intends to solve? *(Explain the local reality; socio-economic, political or religious context; or history of the project.)*

11. Who are the people served by the project? *(Provide detailed information about the beneficiaries of the project, e.g., number of people served, racial background, gender, ages, economic status, education level, stage of formation, etc.)*

**GOAL**

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

**OBJECTIVES**

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

**METHOD**

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

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

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

**BUDGET**

- *Include a pro-forma quotation from a vendor for all equipment and materials to be purchased with your application.*
- *Include the architectural plans for a construction project or major renovation project that includes the front, right side, left side and rear elevations.*
- *Include an estimate or bill of quantity from a qualified engineer or architect for any construction or renovations with your application.*

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

18. What are the specific cash expense items for the project in the local currency and the total cost of the project in the local currency? *(Please complete the table below in answering this question or attach a budget for the project to the application form.)*

Expense Item	Cost Per Item in Local Currency	Quantity of Items	Total Cost of Expense Item in Local Currency
<b>Total Cost of Project in Local Currency:</b>			

19. What is the local contribution to the project in the local currency? *(Please complete the table below. Some examples of a local contribution are cash gifts; contributed personnel services, e.g., non-salaried staff,*

volunteer hours, etc.; donated non-personnel items, e.g., building materials, space in a building, utilities, office supplies, etc.)

Type of Local Contribution	Calculation of Cash Value	Amount in Local Currency
<b>Total Amount of Local Contribution in Local Currency:</b>		

20. What funding organizations have you already applied to for grant funds for the project? (Please complete the table below.)

Name of Funding Organization and Country	Date of Application	Status of Grant Application: Funded, Rejected or Pending	Amount of Grant Funds Awarded and Name of Currency

**EVALUATION AND ACCOUNTABILITY**

21. Do you agree to send the following information about the 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” (<http://cmglobal.org/vso-en/apply-for-service/#report>)
- Copies of all receipts or paid vouchers for the cash expenses of the project
- Pictures of the project (digital pictures or hard copy photographs)
- Any other information needed to fulfill the reporting requirements for a grant awarded by a funding organization for the project (if requested)

Answer (yes or no): \_\_\_\_\_