



Vincentian Solidarity Office

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 Joel Bernardo, C.M.
Executive Director
Vincentian Solidarity Office
500 East Cheltenham Avenue
Philadelphia, Pennsylvania 19144
United States of America

+1 215-713-3998 (telephone)
jbernardo@cmphlsvs.org (e-mail)
VSO1@cmphlsvs.org
<http://cmglobal.org/vso/> (website)

Applications that satisfy all of the following six criteria approved by the Superior General and the General Council are eligible to be considered for a VSF Micro-Project Grant:

1. The visitor, vice-visitor, or superior of an international mission approves and sends the VSF Micro-Project Grant Application Form to the Executive Director of the Vincentian Solidarity Office.
2. The VSF Micro-Project Grant Application Form is properly filled out.
3. The province, vice-province or international 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 international 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.

Date for Submission: You may submit a VSF Micro-Project Grant Application at any time of year.

Number of Grants: Each eligible province, vice-province, region or international mission may present one micro-project per calendar year from January 1st to December 31st. If funded, that micro-project is considered the one VSF Micro-Project Grant for that calendar year.

Incomplete applications: An incomplete application lacks one or more of the following requirements: signature of superior, pro-forma receipts to support the budget, or other documents requested by the VSO. If a pro-forma receipt cannot be presented, then a detailed explanation may be sufficient, with approval of the VSO. The applicant has three months to address problems with an incomplete application. After three months, the VSO reserves the right to annul an incomplete application. In such an instance, the same applicant may resubmit a complete VSF Micro-Project Grant Application.

The VSO Executive 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.

CONGREGATION OF THE MISSION PROVINCES, VICE-PROVINCES, MISSIONS AND ENTRUSTED VICARIATES APOSTOLIC ELIGIBLE FOR VSO SERVICE	
<i>Visitors' Conference</i>	<i>Province, Vice-Province, Mission</i>
COVIAM (Conference of the Visitors in Africa and Madagascar)	Cameroon* Congo Eritrea (St. Justin de Jacobis) Ethiopia (and Apostolic Vicariates of Nekemte and Jimma Bonga) Kenya Region Madagascar Mozambique* Nigeria Rwanda-Burundi Region Tanzania Region
CLAPVI (Latin American Conference of Vincentian Provinces)	Argentina Brazil – Curitiba Brazil – Fortaleza Brazil – Rio de Janeiro Central America Chile Colombia Costa Rica* Cuba Region Ecuador Honduras Region Mexico Panama Region Peru Puerto Rico Venezuela Region
APVC (Asia Pacific Visitors' Conference)	India – North India – South Indonesia (only Solomon Islands and Papua New Guinea) Oceania (only Fiji and Solomon Islands) Vietnam
CEVIM (Conference of Visitors of the Congregation of the Mission of Europe and the Orient)	France – (only Algeria and Iran) Hungary Italy – (only Albania) Poland (only Benin and Kazakhstan) Slovakia (only Honduras) Slovenia (only Argentina) Spain – St. Vincent de Paul (only Honduras) Ukraine* (SS. Cyril & Methodius)
GENERAL CURIA (International Missions)	Alaska Angola Bolivia Brazil – Téfé Chad Papua New Guinea Solomon Islands Tunisia
<i>*denotes Vice-Province</i>	
TOTAL	Provinces: 25 Vice-Provinces: 4 Province with Mission: 8 International Missions of the General Curia: 8 Regions: 7 Entrusted Vicariates Apostolic: 2 Total: 54

VSF MICRO-PROJECT GRANT APPLICATION FORM

OFFICIAL APPROVAL OF THE MICRO-PROJECT

I approve this VSF Micro-Project Grant Application Form:

Signature of the Visitor, Vice-Visitor or Superior of Region or International Mission

E-mail Address of Signer: _____

Date

Official Seal

GENERAL INFORMATION

1. What is the name of the province, vice-province, region or international 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:

5a. Does the project involve any construction (yes or no)? If yes, who owns the land to be used for the construction?

5b. Can you provide the VSO with proof of land ownership (yes or no)? If you are unable to show proof of landownership, please explain, why.

6. Do you need permission from the Government / Civil authorities for such construction (yes or no)? If yes, have you obtained the permission?

PROBLEM STATEMENT

7. What is the specific problem or need that the project intends to solve?
Briefly in one sentence describe:
- a. Local situation:
 - b. Socio-economic context of recipients:
 - c. Religious context:
 - d. Political context:
 - e. Relevant history that creates the need for the project now:

8a. Who are the people served by the project **directly**?

ESTIMATE THE FOLLOWING	PEOPLE SERVED ARE:
Number of people served	
Recipients' relation to applicant (students, staff, confreres, community)	
Racial, ethnic or tribal backgrounds	
Gender & ages	
Household income level (Low, Moderate, High)	
Education level (primary, secondary, non-student)	
Stage of formation (if applicable)	

8b. Who are the people served by the project **indirectly**?

ESTIMATE THE FOLLOWING	PEOPLE SERVED ARE:
Number of people served	
Recipients' relation to applicant (students, staff, confreres, community)	
Racial backgrounds	
Gender & ages	
Household income level (Low, Moderate, High)	
Education level (primary, secondary, non-student)	
Stage of formation (if applicable)	

GOAL

9. 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

10. 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.)*

Example:

GOAL: To purchase computers.

OBJECTIVE 1: To research best computer type for needs.

OBJECTIVE 2: To research best price from local dealers that offer the computer.

OBJECTIVE 3: To procure computer pro-forma estimate

METHOD

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

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

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

BUDGET

The budget can be sent using the Excel spreadsheet -see annex- which is the preferred option to send it or use the table in number 15 below. **It is a requirement that you:**

- *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.*
- *List the exact amount of funding needed (rather than an approximate amount) in the local currency for the micro-project.*

Remember that:

- **Micro-projects must be \$5,000 USD or less in total cash costs to be eligible for funding.**

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

15. 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

16. 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 VSO form "Narrative Report Form" that can be found at the VSO web page.
- A financial report using the VSO report forms entitled "Financial Report Forms" that can be found at the VSO web page.
- Copies of all receipts or paid vouchers for the cash expenses of the project.
- Pictures/Photos of the project and the beneficiaries send in a digital form.

Answer (yes or no): _____

Name: _____

Signature: _____

Date: _____