



Vincentian Solidarity Office

PROJECT APPLICATION FORM

INSTRUCTIONS

The attached VSO Project Application Form should be used by the visitor, vice-visitor, superior of an international mission of the General Curia or the regional superior 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 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 VSO project criteria approved by the Superior General and his Council will be accepted for VSO service:

1. The visitor, vice-visitor, superior of an international mission or a regional superior approves and sends the Grant Application Form to the Director of the Vincentian Solidarity Office
2. The VSO Project Application Form is properly completed.
3. The province, vice-province, international mission or region 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, international mission, or region 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	
<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

VSO PROJECT APPLICATION FORM
OFFICIAL APPROVAL OF THE PROJECT

I approve this VSO Project 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 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:

- 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?*
7. What is the name of the local bishop and his diocese?
8. Does the bishop know about the project (yes or no)?
9. Does the bishop need to approve the project (yes or no)?
10. 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)?
11. 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

12. 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:

13a. 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)	

13b. 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

14. 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

15. 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.)*

Example:

GOAL: To purchase new vehicle.

OBJECTIVE 1: To research best vehicle type for needs.

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

OBJECTIVE 3: To procure vehicle estimate.

METHOD

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

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

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

BUDGET AND FUNDING PLAN

The budget and the funding plan can be sent using the Excel spreadsheet -see annex- which is the preferred option to send them or using the tables of numbers 20, 21 and 22 that are 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 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.*

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

20. 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
Total Cost of Project in Local Currency:			

21. 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
Total Amount of Local Contribution in Local Currency:		

22. 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: TO REPORT BACK ABOUT THE PROJECT

23. 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 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, and sent in a digital form.
- 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): _____

Name: _____

Signature: _____

Date: _____