

CARITAS ITALIANA

# GUIDELINES

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## **How to submit a Development MicroProject to Caritas Italiana**

### **CONTACTS**

The Development MicroProjects must be sent to Caritas Italiana – International Dept, MicroProject Desk – Via Aurelia, 796 – 00165 Roma – tel. 0039.06.66177.001; fax 0039.06.66177602; e-mail: [micro@caritasitaliana.it](mailto:micro@caritasitaliana.it).

The original documents with the enclosure must be sent by post to the above address. In particular situation the request or its summary could be *anticipated by fax or email*

## **The “Development Micro-project” (DMP)**

Development, be it personal, or regarding a family or a community, is not necessarily attained by means of major projects or large infrastructures. As a sign of solidarity, Caritas Italiana acts as a bridge linking goodwill people, giving those in need the opportunity to carry out sound and well aimed activities of social and human growth by supporting small development projects. The characteristic of a DMP is working with a well identified beneficiary, a short term implementation and an immediate impact on the beneficiary itself.

Every DMP is the answer of the Italian communities (families, parish communities, Diocesan communities, associations, but also families and private donors) to a specific demand of needy communities in another Countries.

The *communion and the relation* of partnership that takes place between the two communities is the main element, that turns DMP into a concrete, rapid, and pedagogical tool of help, revealing the different situations and able to foster long lasting relationships.

## **Basic requirements of a Development Micro-Project**

DMPs can be considered such if:

- They are well inserted into the activities of the Diocesan pastoral plan
- They foster a communitarian dimension
- They offer guarantee to be sustainable over time
- They enhance and increase the value of local professional and material resources
- They promote interaction with civil authorities
- They complete project's activities with a total expense or contribution not exceeding €5,000 (Euro five thousands)

## **Countries that can submit Development Micro-Projects funding requests**

Requests of funding of a DMP can come from any Country that present difficult social, political or economic conditions, and where there are communities in a situation of dire need.

## **Intervention fields**

Priority intervention fields are:

- Professional capacity building, allowing to foresee, in the immediate future, a certain productivity and income, in the urban or rural areas (for instance: micro business, handicraft, animal breeding, setting up of cooperatives or groups ...)
- Water supply or water plants for domestic use, agriculture, animal breeding and fish farming (for instance: excavation of a well, storage tank, small water plant, etc )

- Setting up or improvement of health services, in town or rural area (for instance: updating of health equipment, small stocks of medicines ...)

*Within these three fields, priority will be given to those DMP that target the poorest and weakest groups, such as disabled persons, orphans, widows, sick people, victims of particular political situations, persons or groups compelled to migrate, families of prisoners or former prisoners, persons severely socially marginalized, also in connection with particular political, social and religious contexts: out of caste, aboriginals, natives, etc.*

## **What is not eligible for funding**

As far as DMP are concerned, Caritas Italiana – **cannot fund:**

- Activities in favour of religious communities, if meant to support activities within the congregation, or finalized to the construction or repair of buildings for the use of their religious personnel
- Strictly pastoral activities, such as the building of churches or oratories, or activities of liturgical or Sunday school kind
- Purchase of transport means and in particular cars and all sort of vehicles
- Construction of buildings
- Activities during an emergency situation
- Mere charity activities
- Activities that will not be sustainable after the conclusion of the DMP
- Activities that are exclusively educational
- Salaries, welfare goods
- Expenses for administration, transport, expedition, custom clearance
- Expenses carried out before the approval of the DMP

## **Guidelines for the submission of a Development Micro –Project**

Applications for a DMP funding must include the following items:

### ***PLACE WHERE ACTION IS GOING TO TAKE PLACE***

Indicate Country, Region, Municipality, Diocese and Parish, administrative and church District

### ***TITLE OF THE DMP***

Any application must have a single specific title

### ***LOCAL RECIPIENT, SUBMITTING THE DEVELOPMENT MICRO-PROJECT***

Indicate forename and family name, role, postal address, e-mail address, telephone numbers

### **INTERMEDIARY FOR THE REQUEST (IN CASE THERE IS ONE)**

Indicate the name of the organisation, association or other entity acting as an intermediary between Caritas Italiana and the local recipient applying for the DMP funds

Indicate Forename and family name of the contact person, his/her role, postal address, e-mail address, telephone number. *For this kind of collaboration, Caritas Italiana does not provide any kind of compensation.*

### **RECIPIENT, PERSON DIRECTLY RESPONSIBLE FOR THE DMP**

Indicate Forename and family name of the recipient, who is directly responsible for the project, describing as well the experience he/she is endowed with in the proposed activity field.

Indicate Postal address, e-mail address, telephone numbers

*DMPs should have a person who is operatively responsible for the previewed activities, guaranteeing for their practical realization.*

### **LEGAL RESPONSIBILITY HOLDER**

Indicate Forename and family name, role, postal address, e-mail address, telephone numbers.

*DMPs should have a legally responsible person who will guarantee for the good implementation of the DMP, monitor the DMP's performance and assume the duty of answering for possible disputes, including the financial ones. In case of substantial non compliance and in case of an impossibility to realize the project, the legal holder commits himself with Caritas Italiana, from the starting of his collaboration, to reimburse the allocated sums.*

### **APPROVAL FROM THE BISHOP**

*The DMP application should carry a cover letter signed by the Bishop and addressed to Caritas Italiana. The letter should mention the DMP for which the funding is requested and assure that the DMP fits into the Social Pastoral Programme of the Diocese.*

### **ORIGIN AND JUSTIFICATION OF THE REQUEST FOR THE DMP**

Describe the life situations of the population, with particular details about the field regarding the proposed DMP, and besides, if possible, describe the chosen evaluation criteria, which make the proposed DMP as feasible and worth of priority.

Describe how beneficiaries have been involved in the elaboration of the DMP and the benefits that the local community would enjoy, once the DMP will be completed.

### **TARGETS OF THE DEVELOPMENT MICRO-PROJECTS AND FORESEEN RESULTS**

Describe the general target and the specific ones l'obiettivo generale e gli obiettivi specifici

Describe the foreseen activities to reach the proposed targets, specifying as well the method of implementation

Indicate and quantify the number of the DMP's beneficiaries, (direct and indirect)

Describe how the sustainability of the DMP will be assured.

#### ***TIMETABLE OF THE DEVELOPMENT MICRO-PROJECT IMPLEMENTATION***

Indicate the expected dates for the starting and completion of the DMP

*DMPs should be realized within 4 months from the receipt of the approved contribution. Any delay, due to any contingencies, should be immediately communicated to Caritas Italiana by the person directly responsible for the DMP.*

#### **Budget and requested contribution**

Indicate each single item of the estimated expenses and, if possible, annex the formal receipt

Indicate in case they are foreseen, the purchases of items done in foreign Countries, giving the reasons for such choice

Indicate in case they are foreseen, only those medicines included in the medical formulary of the World Health Organization

Indicate the expense items for which the local community, and/or the intermediary organization, foresees a contribution. The indicated budget may also cover the money value of local materials already at disposal, the money value of work collaborations, the money value of the use of local structures

Indicate separately – out of budget – other co-funding from organizations, local or not, such as Dioceses, Parishes, Congregations, Religious Institutions, etc..

#### **Requested Contribution**

Indicate the contribution requested from Caritas Italiana, in the local currency and in Euro.

Indicate the bank account details for the transfer of the approved funds:

**Number of the bank account, currency of the same account, name of the account holder, name and address of the bank, Swift code for the identification of the bank for foreign credit operations, Swift code for the identification of the bank for transfers in Italy**

*Expenses not accepted: management costs, local taxes, expedition costs for purchases in foreign Countries, not estimated expenses.*

*The sums fixed by Caritas Italiana for each DMP cannot, for any reason, be reduced, or used for other projects, therefore the estimated amounts should be entirely used for the DMP, as for the approved budget.*

*In case that in the Country where the submitted DMP takes place there is no quotation for Euro, the budget can be indicated in USA dollars. In any case, Caritas Italiana, if the DMP is approved, will fix the sum in Euro. The maximum contribution, for each single DMP that Caritas Italiana approves, cannot exceed 5.000 Euro.*

*Generally Caritas Italiana does not cover more than one/two projects per year for each recipient or Diocese.*

## **Guidelines for the final narrative and financial reports of the Development Micro-Project**

### **FINAL NARRATIVE REPORT**

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|----------|--|
| Indicate | always, the code number of the DMP, as indicated in the approval letter                  |
| Describe | the realization of the various activities that were indicated in the proposal of the DMP |
| Describe | the benefits received by the single beneficiaries and the community                      |
| Annex    | photographs and/or videos and/or audios  |
| Annex    | other documentation, such as stories told by the beneficiaries, drawings, etc.           |

### **FINAL FINANCIAL REPORT**

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|----------|---|
| Indicate | always, the registration number of the DMP, as indicated in the approval letter   |
| Describe | the flow of expenses, in reference to the budget and the final report   |
| Annex    | the bank document reporting the complete reception of the transferred sum, and the exchange rate from Euro to the local currency. |
| Annex    | the list of any expense met, with the related receipts and quittances.  |

## **Approval procedure and evaluation of the Development Micro Project**

A proper DMP Commission of Caritas Italiana meets periodically to evaluate the various applications received. Following each Commission's meeting, Caritas Italiana informs the all applicants, - person or group - by mail or E mail, about of the results regarding their DMP.

- In case the DMP is **not approved**, there is a written communication of the reasons for the non-approval. (– **REFUSED** – Reference acronym: **RE** )

- In case the DMP is **missing some documents** or descriptions, required as in the present Guidelines, an integration is expressly requested from the applicant, responsible for the DMP (- **WAITING** - Reference acronym: **AT**)
- In case the DMP is **approved** Caritas Italiana informs the applicant and transfer the approved sum, following the modes indicated in the DMP application. (- **APPROVED** – Reference acronym **MP number/year**, for any further reference)

The recipient of the contribution should immediately inform Caritas Italiana of the regular reception of the transferred sum

*The time required by these procedures does not generally exceed three months from the reception of the DMP's application..*

*In case of partial contributions or total funding as requested from the beneficiary, Caritas Italiana cannot commit itself to send extra funds for the completion of the project.*

*New DMPs cannot be approved for the same beneficiary in case previously financed DMPs are still in course.*

*Caritas Italiana reserves herself the right to monitor and evaluate the general and specific goals reached, through the received reports and field visits carried out by its staff or other people appointed ad hoc..*