

GUIDELINES

to submit MicroProject (MP) proposals in development countries to Caritas Italiana

Objective

Supporting and promoting the most vulnerable communities by improving their social and economic conditions and promoting relations of communion and charity, thanks to sustainable microprojects (MP).

Key elements for a MP has:

- to be coherent with the socio-pastoral plan of the Diocese and to obtain the formal endorsement of the local Bishop;
- to improve the socio-economic conditions of the beneficiaries;
- to support the path of self-autonomy of the local community;
- to be community based;
- to be sustainable;
- to valorize local human and material resources.

Requested funding

Maximum € 5.000,00= for each MP

Eligible Organizations

The local Churches through their charitable bodies: parishes, associations, religious communities, etc.

Priority sectors

In all the following sectors, particular attention is given to vulnerable categories, such as the unemployed, people with physical or mental disabilities, prisoners, migrants, minorities, etc.

Water and sanitation: the construction of wells for drinking water, cisterns, hydraulic pumps, irrigation systems, latrines and sewers to ensure a healthy environment, avoiding the proliferation of diseases related to unhealthy and poor cleanliness.

Environment and food security: development of crops and farms, to guarantee in the short term a daily, healthy and sustainable diet; reforestation to tackle the soil erosion and the desertification, as well as the creation of nurseries. Sustainable exploitation of natural resources, renewable energy, ...

Health care: support for the development of medical dispensaries and rehabilitation and prevention activities in local clinics; medical equipment and diagnostic tools (gauze, syringes, sutures, stethoscopes but also hemodialysis, ultrasound, etc.).

Work: small income generating activities (a workshop, a carpentry, a hairdressing salon, etc.) for small entrepreneurs who do not have access to the traditional financial system. Development of microcredit funds, self-help and mutual aid groups, cooperatives, etc.

Education: support to pupils and teachers (purchase of school desks, teaching material, computers, etc.); support to local media (radio stations, web sites, newspapers...), able to give voice to the community.

Period of implementation

Up to 4 months since the receipt of the funds.

Any unforeseen delays or other modifications must be immediately reported by e-mail (micro@caritas.it) and must get the written authorization of Caritas Italiana.

Not eligible activities:

- Administration costs, salaries and transport; management costs, shipping costs, customs clearance costs;
- Intra-ecclesial activities related exclusively to liturgy, catechism, or other pastoral activities, and/ or clergy with religious as the beneficiaries (for example, drilling a borehole for a convent, rearing or kitchen gardening for the seminarians, etc.);
- Activities linked to emergency situations;
- Purchase of vehicles;
- Projects entirely based on training (scholarships, salary of trainers and teachers, payment of school fees, etc.);
- Activities whose costs were incurred prior to approval of the MP.

The items detailed below can be funded in limited percentage and not more than 40% compared to the cost of the project:

- Purchase of small means of transport (except cars).
- Requalification of premises (redevelopment of electrical system, water plants, paint work).
- Training activities.

Transmission of the requests

The requests, filled in accordance to the “Format to submit a Microproject (MP) in Development Countries” enclosed, have to be sent to Caritas Italiana by e-mail or by post.

Caritas Italiana

Ufficio MicroProgetti

Via Aurelia, 796

00165 ROMA (Italy)

micro@caritas.it

Each request must include: the format duly filled, the formal letter of endorsement of the local Bishop, the pro forma invoices for the purchase of materials/equipment.

Transmission of the final reports

The final reports, filled in accordance to the “Format for the Final Report of a Microproject (MP) in Development Countries” enclosed, must be sent by e-mail to Caritas Italiana, together with all the requested attachments (in particular photos in jpg format, invoices and expense receipts). Within the report is required a detailed description of the activities carried out, the beneficiaries reached, the testimonies and the stories of the beneficiaries who have benefited from the MP.

The final report must be transmitted within 1 months from the implementation.

The final reports without the required elements and/or not included in the format cannot be considered valid.

These guidelines are also available on the website www.caritas.it in English, Italian, French and Spanish language.

For any further information: micro@caritas.it - phone: +39.06 66177228