



# *Project funding guidelines*

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# Project funding guidelines

<b>A</b> Projects	4
<b>B</b> Submitting an application	7
<b>C</b> Processing projects	13
<b>D</b> Appendix	18

The International Catholic Mission Societies missio in Aachen and missio in Munich constitute the German branch of the Pontifical Mission Societies. They have a dual task:

- to raise and strengthen the missionary awareness of the faithful as a community of learning, prayer, and solidarity in Germany;
- to provide both financial and non-material support for the mission of local Churches in Africa, Asia, and Oceania.

The Gospel of the Kingdom of God promises all human beings holistic liberation. Individuals, communities, and societies within the Church work together, contributing their individual skills and expertise, to serve the goal of liberation, which is fraught with many different hardships and challenges. The main focus of missio's co-operation work is on the pastoral work of the Church.

In the spirit of the Gospel and within the scope of its project funding activities, missio supports local Church initiatives that

- promote pastoral care and the development of the Church life;
- are rooted in the Christian vision of the world and of humankind and that are, in terms of the form they take, based on basic Christian values;
- take into account local cultural, religious, socio-economic and political circumstances when defining their objectives and content;
- promote ecumenical co-operation between the Churches;
- promote dialogue between religions and world views;
- work towards justice, peace, and the integrity of creation;
- enable people to stand up for those who are powerless, oppressed, persecuted and without rights and those who seek to foster disadvantaged groups within both the Church and society as a whole;
- are in line with the principle of subsidiarity.

An application for project funding shall only be processed by *missio* if it meets the above-mentioned criteria.

Every project submitted for consideration to *missio* should be part of the detailed elaboration and implementation of a longer-term pastoral plan that was drawn up in conjunction with all those who are responsible for pastoral work in a diocese, region, congregation or movement. This aspect must be emphasized in the application.

On request, *missio* can get involved in such longer-term pastoral planning processes, providing advice and funding. Applications can only be submitted in those cases where the project owner's local resources are insufficient. The project owner's local contribution must always be as high as possible.

Several applications may be submitted every year. If possible, these applications should be submitted to *missio* at the same time or should be combined and submitted as a single application. Applications must be ranked according to their priority. These priorities are determined by the longer-term pastoral plans and the corresponding objectives. Country-specific funding profiles apply in addition to these general guidelines. Moreover, detailed explanations and guidelines exist for certain types of projects.<sup>1</sup>

## Individual project types

### 1. Planning pastoral processes/programmes

*missio* helps its partners to draw up and implement pastoral programmes, involving as many people as possible. These pastoral programmes are based on an analysis of prevailing social conditions and pastoral challenges.

### 2. Training and continuing professional development and on-going formation

The training and continual professional development and on-going formation of lay people working for the Church, men and women religious (only those who have completed their canonical novitiate year) and clerics in the following areas: pastoral work, spirituality, theology, philosophy, and associated subjects, as well as other training courses (also those that are not academic) that support the mission and the self-reliance of the local Church.

<sup>1</sup> For more information, please contact the relevant country officer at *missio*.

### **missio provides funding for:**

- the establishment and development of training centres (especially major seminaries and novitiates)
- courses, seminars, workshops for groups
- individual scholarships<sup>2</sup>
- collective scholarships from Church training centres and formation institutions

### **missio does not provide funding for:**

- minor seminaries
- schools and general teacher-training

### 3. Establishing and strengthening local Churches and religious communities

- parishes and communities (small Christian communities, parish councils, parish development, etc.)
- structures and bodies at diocesan level, congregational level, and higher levels
- synods, conferences, symposia, etc.
- analyses and evaluations (including academic work in the service of pastoral development and planning)

### 4. Proclamation and pastoral programmes

- (first) evangelisation (establishing parish catechesis, etc.)
- inculturation (also in the field of art)
- biblical apostolate (bible courses, bible sharing method, etc.)
- pastoral programmes for special target groups
  - for couples (including preparation for marriage) and families
  - for women (establishment and networking of women's groups, promotion of gender equality, single-parent families, etc.)
  - for youth (training group leaders, establishment and networking of youth groups, etc.)
  - for refugees, drug addicts, prostitutes, disabled people, prisoners, orphans, children who live on the street, child soldiers, etc.
  - for those affected by Aids (education, advice, care, etc.)
  - for counselling and trauma healing

<sup>2</sup> Scholarships for Europe and America are, as a rule, only granted in cases where the intended training and/or further professional development is not available in the country in question or in another African, Asian, or Latin American country.

- media work and communication<sup>3</sup>
- ecumenism
- interreligious dialogue
- human rights work and peace work
- integrity of creation

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### 5. Media, resources, and vehicles<sup>4</sup>

- Bibles and other printed matter, audiovisual and electronic media (including translation and production)
- catechetical and religious teaching materials
- means of communication
- technical resources
- vehicles

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### 6. Buildings, fixtures, and fittings

- centres for the training and continuing professional development of Church staff
- churches and chapels
- multi-purpose buildings
- presbyteries
- convents and monasteries
- fixtures and fittings
- power supply
- repairs (not maintenance)

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### 7. Self-help and livelihood

- income-generating measures that contribute to the financial independence of local Churches
- mass stipends
- development of retirement provisions for Church staff
- support in the event of emergencies

**missio does not provide funding for the repayment of debts or for the supplementary financing of projects that have already been started or completed.**

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<sup>3</sup> The Catholic Media Council (CAMECO) provides advice about media and communications projects. CAMECO, Postfach 10 21 04; 52021 Aachen, Germany ([www.cameco.org](http://www.cameco.org))

<sup>4</sup> BEGECA (the German Private Limited Company for Procurement for Church-related, Charitable and Social Institutions) can be of assistance when purchasing technical equipment, and this at a reasonable price. BEGECA, Postfach 10 03 56, 52003 Aachen, Germany ([www.begeca.de](http://www.begeca.de))

The signed, original application and the complete, signed, original documents must be submitted to missio at least six months before the start of a measure (e-mails and fax will not be accepted). All legal requirements pertaining to the implementation of a project (building approval, etc.) must be met. Incomplete applications cannot be approved.

The following overview should help you put together your application:

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#### 1. Applicant

- name
- postal and e-mail addresses
- task and position

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#### 2. Person responsible for the project

(if not the same person as the applicant)

- name
- postal and e-mail addresses
- task and position

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#### 3. Project owner

- name
- postal and e-mail addresses

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#### 4. Project title

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#### 5. Project description

##### 5.1. Description of the project environment

(generally no longer than two pages)

- geographical
- political
- economic
- socio-cultural
- religious pastoral

### 5.2. Planning and background

- information on the pastoral plan, educational plan or similar plan at diocesan, congregational or other level and how the measure fits into this plan
- information as to how the project will help implement the plan of which it is part
- information on the provisions made for meeting future running costs
- information on the genesis of the project
- previous/preliminary project(s): information on content and funding (if *missio* funded/co-funded the project, the project number should be indicated)

### 5.3. Objective

- What is to be achieved?
- What changes are to be effected?
- Who is involved in the achieving of the objective?
- Who will check whether the objective has been achieved and how?

### 5.4. Planned measures

(divided up according to project type)

#### 5.4.1. *Planning pastoral processes/ programmes*

- themes and contents
- structures and methods
- qualification of the staff responsible for implementation
- target group and number of participants
- selection criteria for participation
- location and duration (from ... to ...)

#### 5.4.2. *Training and continuing professional development and on-going formation*<sup>5</sup>

- themes and contents
- methods and didactics
- names and qualifications/profiles of the trainers/resource persons

- number, gender, age, and social background of the participant(s) or the target group(s)
- skill(s) and qualification(s) being sought
- location and duration (from ... to ...)
- costs per person and per day

#### **Collective scholarships:**

In the case of group scholarships, the following also applies:

- composition of the board that awarded the scholarships
- scholarship criteria
- detailed itemization of the training fees and other training-related costs
- areas in which the scholarship holders are likely to work once they have completed their studies

#### **Individual scholarships<sup>6</sup> :**

- information about the scholarship holder: name, address, diocese/congregation/institute, date of birth, marital status/Church status, brief Curriculum Vitae, academic and professional qualifications
- place of study, including address and reason for choosing this institution
- field of study
- qualification being sought
- duration (from ... to ...)
- statement from the bishop or the major superior, outlining why the scholarship holder was selected
- statement from the bishop or the major superior, outlining why the qualification being sought is necessary for the diocese/congregation/movement/institution
- guarantee that the diocese/congregation/ movement/institution will pay for the cost of the outward and return journeys to and from the place of study
- confirmation of registration from the college, university or institute, including
  - evidence that the scholarship holder has all the qualifications (including language skills) needed to start training

<sup>5</sup> In the case of applications relating to training and continuing professional development and on-going formation, please ask *missio* for a copy of the detailed Guidelines for the Funding of Church Educational Work. Applications for seminaries at diocesan level or above (including training, vehicles, resources, etc.) should be submitted to Pontificium Opus a Sancto Petro Apostolo. *missio* can at most co-fund major seminaries if Pontificium Opus a Sancto Petro Apostolo gives its approval.

<sup>6</sup> When applying for scholarships, the Guidelines for Scholarships for Basic Studies/Courses and the Guidelines for Scholarships for Post-graduate Studies apply. For copies of both documents, please contact *missio*. Applications for funding for post-graduate studies for academic staff at seminaries, colleges, and institutes of research as well as applications for academic funding in the fields of theology, philosophy, and related academic disciplines should be sent to: Missionswissenschaftliches Institut *missio* e.V. (MWI), Postfach 10 12 48, 52012 Aachen, Germany ([www.mwi-aachen.org](http://www.mwi-aachen.org)).

- duration of the training course (from ... to ...) until the qualification is acquired
- detailed itemization of the training fees and other training-related costs
- information regarding the scholarship holder's place of work and job after the completion of studies

#### 5.4.3. *Establishing and strengthening local Churches and religious communities*

- themes and contents
- structures and methods
- qualification of the teaching staff or the people responsible for implementation
- target group and number of participants
- selection criteria for participation
- location and duration (from ... to ...)
- costs per person and per day

#### 5.4.4. *Proclamation and pastoral programmes*

- themes and contents
- structures and methods
- qualification of the staff responsible for implementation
- target group and number of participants
- selection criteria for participation
- location and duration (from ... to ...)
- costs per person and per day (where applicable)

#### 5.4.5. *Media, resources, and vehicles*

- exact description
- intended use
- proforma invoice
- provisions for future maintenance/repair costs

#### 5.4.6. *Buildings, fixtures, and fittings*

- status of ownership (plot of land)
- building plan, including side elevation
- description of the building (living space/utilizable space in square metres, floor plan, list of rooms including their size in square meters, construction materials)

- cost estimate including price per square metre (from construction company, architect, etc.)
- fixtures and fittings (description and cost estimate)
- use, number of inhabitants/users/events
- provisions for future maintenance/repair costs

#### 5.4.7. *Self-help and livelihood*

- self-help project, including income-generating measures (type and objective, sustainable impact, cost-benefit analysis and business plan)
- mass stipends (number of offerings, number of priests)
- emergencies: reason, description of the short-term measure, number of beneficiaries, overview outlining how the same short-term emergencies can be avoided in the future
- retirement provisions (type and objective, sustainable impact, long-term prospects, cost-benefit analysis)

#### 5.5. Impact with regard to

- the project's social context
- members of the Church
- members of other religions or people with other world views
- environmental context
- sustainability
- self-reliance of the local Church or religious community

#### 5.6. Measures to protect the physical and mental as well as sexual integrity of children and young people in care

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## 6. Cost calculation in tabular form

Detailed itemization of total costs, divided up according to cost types and given in the local currency and in euros or US dollars<sup>7</sup>

<sup>7</sup> See appendix 2: financial overview

## 7. Financing plan in tabular form

in the local currency and in euros or US dollars

- total costs
- local contribution in the form of money and/or labour/materials (monetary equivalent)
- contributions from third parties with information as to whether these contributions have been requested or approved (development agencies, donors, etc. listed individually)
- sum requested from missio

**Please note: Missing information on the involvement of a third party is a reason for a negative decision on the project.**

## 8. Recommendations

- Applications submitted by dioceses, parishes, diocesan congregations, and Church lay organizations must be recommended by the local bishop.
- Applications from entities higher than diocesan level must be recommended by the responsible bishop.  
Applications from religious congregations must be recommended by the responsible major superior.
- Applications relating to the settlement of religious orders or religious communities in a particular diocese must include the 'nihil obstat' of the local bishop.

**Signed, original applications and recommendations must be submitted in writing (not by e-mail) to:**

### missio

Internationales  
Katholisches Missionswerk  
Ludwig Missionsverein KdÖR  
Pettenkoferstraße 26-28  
80336 München  
GERMANY

### missio

Internationales  
Katholisches  
Missionswerk e.V.  
Goethestraße 43  
52064 Aachen  
GERMANY

## 1. Project registration

missio shall register project applications and allocate a project number to them. This project number should be included in all subsequent correspondence relating to the application.

## 2. Decision on the project

The relevant bodies at missio shall consider the project application and make a decision on it. If necessary, missio shall commission an external expert opinion on the project before making a decision. missio shall then inform the project owner, applicant and person responsible for the project in writing of its decision. If the application is approved, the project owner will receive a letter of approval, which contains a contract form. The project owner must fill out the contract form, sign it, and send the original to missio.

If the application is not approved, the project owner will receive a letter of rejection. In many cases, a lack of resources makes rejection unavoidable.

## 3. Project implementation

Once missio receives the contract form, it transfers the relevant sum and sends a letter of notification about the transfer and an acknowledgment of receipt form. Once the money is received, this form must be filled out, signed – where possible by the project owner and the beneficiary – and returned by post to missio with written confirmation from the bank that the money has been received (copy of the bank voucher). missio must be notified about any delay in the implementation of the project. This notification must include the reason for the delay and its expected duration. missio's consent must be sought before the objective of a project is changed. If this consent is not sought or if the funds provided are misappropriated, missio reserves the right to demand repayment of the transferred sum. In the event of payment by instalments, missio shall only transfer the next instalment once it has received an interim narrative and financial report.

#### 4. Project report and project completion

The project owner is responsible for making sure that a final narrative and financial report is sent to missio once the project has been completed. The original final report must be signed and sent to missio. The narrative and financial report shall be checked by a number of different departments both inside and outside missio. missio reserves the right to send representatives with the mandate to verify the proper use of funds. All original project documents must be archived for ten years after the end of the project so that they may be inspected if necessary. These documents must be made available to missio on request.

##### 4.1. The narrative part of the report

The narrative part of the report provides a description of the implementation of a project, including its positive and negative impacts and any difficulties encountered during its implementation. It provides information on the objectives (achieved), the measures implemented, the duration, the forecast sustainable impacts and a comparison of all these aspects with what was written in the project application.

The conclusions that can be drawn from the project for future pastoral work are of particular importance.

Depending on the project type, the narrative section of the final report should contain the following information<sup>8</sup> :

##### 4.1.1. *Planning pastoral processes/programmes*

- number, gender, age, and social background of the participant(s)
- number of events and measures, location and duration
- methods and didactics
- results, documents, conclusions

##### 4.1.2. *Training and continuing professional development and on-going formation*

- location and duration (from ... to ...)
- number, gender, age, and social background of the participant(s) or the target group(s)
- list of signatures of the participants

- names and qualifications/profiles of the trainers/resource persons
- themes and contents
- methods and didactics
- skill(s)/qualification(s) acquired; changes regarding possible areas of work
- feedback from the participant(s)/target group(s)

##### **Individual scholarships:**

- copy of reports, certificates, (academic) degree
- copy of the thesis/dissertation
- information regarding the scholarship holder's place of work and job after the completion of studies

##### **Collective scholarships:**

List of all scholarship holders, containing the following information:

- complete name and date of birth
- institute/place of training
- subject
- year of study
- (academic) degree
- future work
- signatures of the scholarship holders

##### 4.1.3. *Establishing and strengthening local Churches and religious communities*

- location and duration (from ... to ...)
- number, gender, age, and social background of the participant(s) or the target group(s)
- names and qualifications/profiles of the trainers/resource persons
- themes and contents
- methods and didactics
- skill(s)/qualification(s) acquired; changes regarding possible areas of work
- feedback from the participant(s)/target group(s)

<sup>8</sup> In the case of comprehensive programmes, missio requires a short summary of the most important aspects (max. two pages). This should come at the beginning of the narrative section of the report. It is followed by a detailed description of the implemented measures and the results achieved.

#### 4.1.4. Proclamation and pastoral programmes

- location and duration (from ... to ...) number, gender, age, and social background of the participant(s) or the target group(s)
- names and qualifications/profiles of the trainers/resource persons
- themes and contents
- methods and didactics
- skill(s)/qualification(s) acquired; changes regarding possible areas of work
- feedback from the participant(s)/target group(s)

#### 4.1.5. Media, resources, and vehicles

- use
- impact, improvement of work, benefits for the target group(s)

#### 4.1.6. Buildings, fixtures, and fittings

(where applicable)

- duration of construction work
- type of use
- impact(s), improvement of work, benefits for the target group(s)
- maintenance/repair funds

#### 4.1.7. Self-help and livelihood

- investment/expected income, profitability
- long-term impact and sustainability

The narrative section of the report should, if possible, contain a few relevant photos.

## 4.2. The financial part of the report

In principle, the financial part of the report adheres to the same structure as the cost calculation and the financing plan for the project application and provides the following information (see appended diagram):

- accounting period
- itemization of all financial contributions to the project (from missio and other organizations as well as local contribution(s)) given in the local currency and in euros or US dollars
- itemization of all expenditure

Copies of invoices must be provided for larger items of expenditure (such as media, resources, vehicles as well as fixtures and fittings). Smaller items of expenditure (e.g. purchases at market) should be combined. If the project partner submits to missio a financial report compiled by a chartered accountant, individual evidence (e.g. invoices) is not required.

All original invoices and documents must be archived for ten years and made available to missio on request.

## Example: Budget Application and Financial overview

### 1. Budgeted Income

	Total	Exchange rate:	
missio	<i>Local Currency</i>	Euro/USD (underline equivalent used)	
(other aid organizations, donors, etc.) <i>list individually</i>			amount received/ amount requested
Local contribution			
Other income (sale of materials, tuition fees, rental income, etc.) <i>list individually</i>			
<b>Total income</b>			

### 2. Cost projection

Position number (as many as required)	Category	Description of single journal entry	Number of Units	Unit cost (per person, day, m <sup>2</sup> , article, etc.)	Total Cost
1	<b>Human resources</b>				[Sub-total category in the local currency and in the Euro or US-Dollar equivalent]
1.1		[for e.g. Lecturer]	[2]	[X Cost/Month]	[Cost]
1.2		[Director]	[1]	[X Cost/Month]	[Cost]
2	<b>Material costs</b>				[Sub-total category in the local currency and in the Euro or US-Dollar equivalent]
2.1		[Books]	[2]	[X Cost/Month]	[Cost]
2.2		[Paper]	[1]	[X Cost/Month]	[Cost]
3	<b>Board and Lodging</b>				
4	<b>Transportation</b>				
5	<b>Administration</b>				
6	<b>Other</b>				
<b>Total Cost</b>					<b>0,00</b>

### 3. Income - Expenses = Balance

## Example: Financial report

### Accounting period:

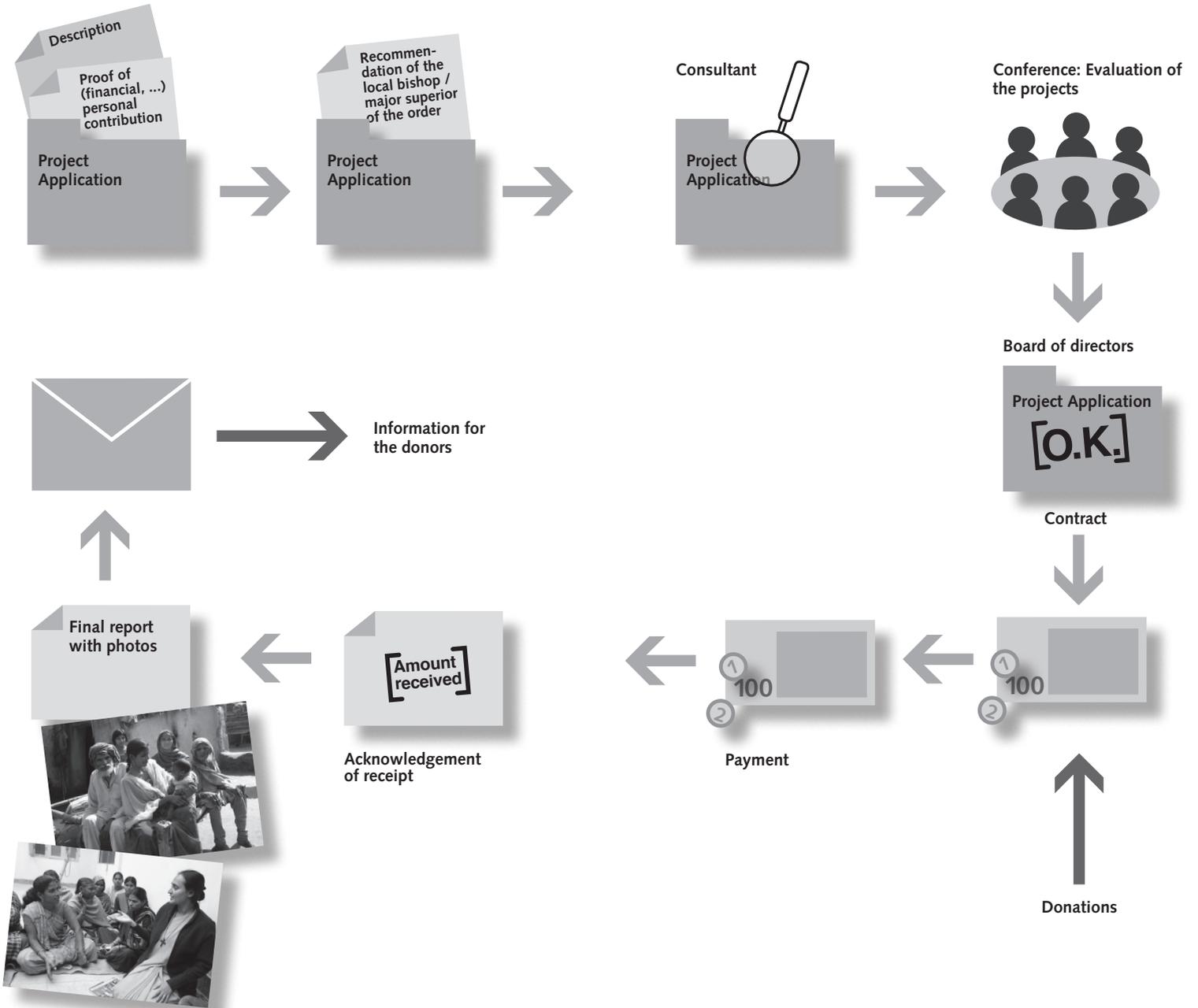
#### 1. Income

	Total	Exchange rate:	
missio	<i>Local Currency</i>	Euro/USD <i>(underline equivalent used)</i>	
(other aid organizations, donors, etc.) <i>list individually</i>			
Local contribution			
Other income (sale of materials, tuition fees, rental income, etc.) <i>list individually</i>			
<b>Total income</b>			

#### 2. Expenses (listed according to instalments received)

Position number (as many as required)	Receipt number	Category	Description of single journal entry	Number of Units	Unit cost (per person, day, m <sup>2</sup> , article, etc.)	Total Cost
1		<b>Human resources</b>				[Sub-total category in the local currency and in the Euro or US-Dollar equivalent]
1.1			[for e.g. Lecturer]	[2]	[X Cost/Month]	[Cost]
1.2			[Director]	[1]	[X Cost/Month]	[Cost]
2		<b>Material costs</b>				[Sub-total category in the local currency and in the Euro or US-Dollar equivalent]
2.1			[Books]	[2]	[X Cost/Month]	[Cost]
2.2			[Paper]	[1]	[X Cost/Month]	[Cost]
3		<b>Board and Lodging</b>				
4		<b>Transportation</b>				
5		<b>Administration</b>				
6		<b>Other</b>				
<b>Total Cost</b>						<b>0,00</b>

#### 3. Income - Expenses = Balance



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