

GUIDE SCHEME OF PREPARATION AND PRESENTATION OF PROJECTS

1. GENERAL INFORMATION

- 1.1. Responsible Ecclesiastical Jurisdiction,**
- 1.2. Bishop's name,
- 1.3. Title,
- 1.4. Address (nomenclature, city, state/province and country)
- 1.5. Postal Code,
- 1.6. Fixed and mobile phone with national and local codes,
- 1.7. Email address.
- 1.8. Executing institution of the project,**
- 1.9. Name of the responsible person,
- 1.10. Title,
- 1.11. Address (nomenclature, city, state/province and country),
- 1.12. Zip code,
- 1.13. Landline and mobile phone with national and local codes,
- 1.14. Email address.

2. INSTITUTIONAL INFORMATION

- 2.1. Name of the Entity, Legal Personality,
- 2.2. Objectives of the Entity,
- 2.3. Programs and activities that it develops,
- 2.4. Human, material and financial resources of the entity.

3. PROJECT IDENTIFICATION

- 3.1. Project name.
- 3.2. Activity to be carried out:
Describe the work to be developed and how the requested resources will be used.
- 3.3. Future autonomy:
Clarify how the continuity of the project and self-sufficiency are ensured when external financing ends.
- 3.4. Precise geographic location of the project:
Municipality, City, Region, state/Province.
- 3.5. Beneficiary population:
Number of families and / or people
Social sector of population:

Indicate the majority population sector, for example: women, children, youth, indigenous people, peasants, Afro-descendants, etc.

Indicate number of Men, Women or Children (under 17 years of age) who would benefit from the project

- 3.6. General characteristics of the beneficiary population:
Describe the socio-economic reality experienced by the beneficiary population and the need for which the development of the project is required.
- 3.7. Project execution time:
The maximum project execution time may not exceed 12 months.
- 3.8. Local participation:
Participation of the population, the role of the local Church, collaboration with associations or state institutions.
- 3.9. Property title:
It must be reported who is the owner of the land and who will own the structure to be built. The same for the requested material, equipment, instrumentation, utensils, etc. in the case that they are foreseen in the project.

4. PROJECT DESCRIPTION

- 4.1. Background and justification of the project,
- 4.2. General and specific objectives,
- 4.3. Results indicators on the established objectives,
- 4.4. Community participation in the various stages of project execution,
- 4.5. Human, material and institutional resources required,
- 4.6. Animation, coordination and monitoring mechanisms,
- 4.7. Schedule of activities.

5. PROJECT FINANCING

- 5.1. **Local contribution and details of investments:**
Describe one by one the costs of the budget that will be borne by the applicant and by the beneficiary community.
Place values in local currency.

ITEM	AMOUNT	DESCRIPTION	UNIT VALUE	TOTAL VALUE
		TOTAL COST IN LOCAL CURRENCY		

		TOTAL COST IN US DOLLARS	
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5.2. Requested contribution and details of investments:

Describe one by one the costs of the budget requested from the Foundation.

ITEM	AMOUNT	DESCRIPTION	UNIT VALUE	TOTAL VALUE
		TOTAL COST IN LOCAL CURRENCY		
		TOTAL COST IN US DOLLARS		

6. DATE

7. SIGNATURE WITH NAME, TITLE OF THE BISHOP AND SEAL OF THE INSTITUTION.

REQUIREMENTS

1. Projects must be submitted through the Ecclesiastical Jurisdiction. That is, the direct body responsible for the project will be the Jurisdiction that endorses the request.
 - By Ecclesiastical Jurisdiction a maximum of two projects can be submitted per year.
 - The complete project must be submitted in original, prepared on letterhead of the Ecclesiastical Jurisdiction that endorses it, signed by manuscript and with the seal of the institution.
 - It must be delivered in physical, original and copy, to the Administration Secretariat of the Foundation, located in Bogotá-Colombia.

2. **The endorsement letter of approval from the Bishop must contain the following information:**
 - Directed to the **Populorum Progressio Foundation - CEI - Committee for Charitable Interventions in favor of the Third World.**
 - Title of the project,
 - Executing entity of the project,
 - Name and position of the operational person in charge of the project,
 - Value of the requested contribution,
 - Value of the local contribution,
 - Total value of the project.

This letter must be submitted in original and with a handwritten signature (not digital).

3. **Summary file (ANNEX 1).** Duly completed, with the signature of the Bishop, with the stamp of the Jurisdiction and with the banking information of the Ecclesiastical Jurisdiction, since, in case of approval of the project, the resources will be delivered only through that Jurisdiction, since it will have administrative responsibility for them.
4. Budget (**ANNEX 2**). Prepared in local currency and totaled in US dollars. It must be presented in original and duly signed.
5. Document of Responsibility and Commitment (**ANNEX 3**). It must be presented in original and duly signed.
6. Quotes or proformas that support the expenses budgeted in original and from suppliers that are duly constituted.
7. Plans and budget of the work (when the project is for construction).
8. Copy of land title deed (When the project is for civil works for the construction of infrastructure).
9. Photographs where the relevance of the project objective is evidenced (in digital format - JPG).
10. Bank certification of the account of the Ecclesiastical Jurisdiction, where the bank confirms that it can receive transactions from abroad and where the Intermediary Bank, account holder, account number, SWIFT code, IBAN code reports).

11. SUPPLEMENTARY DOCUMENTS

- a. Map or sketch with the exact location of the community or place where the project will be executed,
- b. List of beneficiaries (applies only when quantification is possible),
- c. Organization chart of the Institution,
- d. Copy of the Act of Constitution, Statutes and Legal Status of the applicant Institution updated,
- e. For institutes of consecrated life, societies of apostolic life, it must attach the endorsement letter from the Mayor or Provincial Superior,
- f. Act or resolution of appointment of the operational manager of the project.

The complete documentation must be sent by the following means to the Secretary of the Board of Directors of the Populorum Progressio Foundation:

By Email: secretaria@populorumprogressio.org
Post mail: Carrera 7B Bis # 124-78 Bogotá - Colombia
Postal Code 110121

Important: Only projects that are received in physical form, coming from Ecclesiastical Circumscriptions that are up to date with the delivery of the reports, will be taken into account.