

## **CRITERIA FOR THE PRESENTATION OF PROJECTS**

1. The projects should help to promote the neediest **peasants, indigenous peoples and Afro-descendants** in Latin America and the Caribbean.
2. The beneficiary communities should preferably be from the neediest non-urban sectors.
3. The projects will address the various aspects of the integral development of a community: health, housing, drinking water, community infrastructure, production and education in the faith.
4. **The beneficiary communities will contribute with their own Resources:** salaries, promoters, teachers, transportation, maintenance, food, land and, as far as possible, technicians.
5. The projects should be part of a process that the community is experiencing, not the fruit of improvisation.
6. Projects should be planned, executed and evaluated with the participation of the community itself.
7. Projects must be accompanied **by a letter with the endorsement of the Bishop** of the jurisdiction in which the project will be executed. In this letter you should be informed, if applicable, about any other aid institution that is supporting the same project.
8. For construction projects intended for community services, **the land must be owned** by the Church and it is required to attach a copy or certificate of the property title.
9. **The projects must be supported with:** budgets and quotes or proformas of the resources requested from the Foundation.
10. The maximum contribution that the **Populorum Progressio Foundation** grants to each project is twenty-five thousand US dollars (*US \$ 25,000*).
11. The aid granted by the Populorum Progressio Foundation is made by way of donation. It is laudable, whenever possible, to create revolving funds of its own, as some beneficiaries have done.

12. The projects are studied and approved by the Board of Directors that meets once every year (in June).
13. Projects must be submitted to the Secretary of the Board of Directors in Bogotá - Colombia, before **March 31**.
14. Projects of ecclesiastical circumscriptions or institutions that are not up to date in the presentation of the reports of projects previously financed by the Foundation will not be taken into account.
15. Once the project is executed, the person responsible for it must send a **report**, which must include a copy of the invoices and photographs (which could be published by the Foundation - JPG format).
16. At the end of the execution of the project, a plaque should be **placed to remind** that the work has been possible thanks to the help of the Holy Father, through the Populorum Progressio Foundation (This plaque is provided by the Foundation).

#### **17. APPLICANT ENTITIES**

- Archdiocese, Dioceses, Prelatures and Apostolic Vicariates,
- Diocesan Caritas,
- Social Pastorals,
- Institutes of Consecrated Life and Societies of Apostolic Life,
- Associations or local entities, recognized by the Bishop of the Jurisdiction in which the project will be executed, who would appear as the person in charge of the project.

#### **18. FINANCIAL PROJECTS**

- Production,
- Infrastructure,
- Health,
- Education,
- Communication,
- Financial.

#### **19. RECOGNIZED EXPENSES**

- Purchase of equipment, supplies, seeds and tools for production,
- Purchase of equipment, supplies and tools for job training,
- Non-complex machinery,
- Construction of sober and indispensable structures for the objectives of the training project (classrooms of schools, laboratories, dispensaries, health centers, workshops, canteens, shops, warehouses, kitchens, bathrooms),
- Materials for construction of latrines, septic tanks, irrigation systems, sewage systems,
- Purchase of animals,
- Tanks for water storage,
- Silos,
- Medical, laboratory and instrumentation equipment and medicines,
- Utensils, furniture and fixtures,

- Computers, broadcasting station equipment, audiovisual material,
- Revolving funds for productive and micro-business activities.
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## 20. EXPENSES NOT RECOGNIZED

- workforce,
- Food,
- Travel expenses,
- Transportation,
- Combustible,
- Wages,
- Campaigns, talks, seminars, conferences,
- Didactic and / or advertising material,
- Administrative or operational expenses of ordinary management,
- Construction of chapels, seminaries, churches, etc.,
- Maintenance expenses,
- Adaptations or reforms of infrastructures,
- Housing construction,
- Meetings, study programs, research, surveys, services, consulting, collaborations.

## 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.

- Ø By Ecclesiastical Jurisdiction a maximum of two projects can be submitted per year.
- Ø 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.
- Ø 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.**

- Ø Title of the project,
- Ø Executing entity of the project,
- Ø Name and position of the operational person in charge of the project,
- Ø Value of the requested contribution,
- Ø Value of the local contribution,
- Ø 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](mailto:secretaria@populorumprogressio.org)  
Post mail: Av. Boyacá # 169D-70 (Celam) 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.