

**CONGREGAZIONE DELLA MISSIONE
CURIA GENERALIZIA**

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Rome, 18 April 2013

To all Visitors, Vice-Visitors and Superiors of international missions.

Dear Visitor:

May the grace and peace of our Lord Jesus Christ fill your heart now and forever!

For the sixth consecutive year, a foundation will provide \$100,000 (USD) to launch projects for systemic change. The foundation has asked the Commission for the Promotion of Systemic Change work out the details for requests and distribution of funded projects.

Please find attached a list of criteria that the Board will use for the selection of projects and the procedures to be followed for their submission and request for funding.

Therefore, I invite you to submit your projects to the commission for funding. The deadline is **10 September 2013**. These projects should be submitted in one of the three official languages (preferably in English) to the following address: cmcuria@cmglobal.org.

I recommend that you carefully read and carefully follow the criteria and format for the presentation of projects (see last page). The failure to do so will result in disqualification from the selection process. As you may know, all projects submitted will be first sent to the General Council for review. They in turn will select three projects and send them to the Commission for the Promotion of Systemic Change for final evaluation and award of funding.

Let us pray that our love may continue to be creative, so we may live according to the example of our founder, Vincent de Paul.

Your brother in St. Vincent,



G. Gregory Gay, C.M.
Superior General

START UP GRANTS FOR SYSTEMIC CHANGE PROJECTS

Criteria for Giving the Start-Up Grants

1. The grants will be given to projects that:
 - a. **Involve the poor** themselves, including the young and women, at all stages: the identification of needs, planning, implementation, evaluation and revision.
 - b. **Have a holistic vision, addressing** a series of basic human needs – individual and social, spiritual and physical – especially needs like jobs, health care, housing, education, and spiritual growth.
 - c. **Place particular emphasis on self-help and self-sustaining** programs that have a special view toward addressing the root causes of poverty.
 - d. **Foster transparency**, inviting participation in preparing budgets and in commenting on financial reports, while promoting good money management and maintaining careful controls over the use of assets.
 - e. **Construct a shared vision with diverse stakeholders:** poor communities, interested individuals, donors, churches, governments, NGOs, the private sector, unions, the media, international organizations and networks, etc.
 - f. **Are new or introduce a new, systemic change approach** into an already-existing project.
2. **Collaborative projects** involving several branches of the Vincentian Family will be viewed favorably when evaluating the proposals submitted.
3. The grants will *not* be given for:
 - a. Projects that focus only on the relief of immediate needs (good though such projects may be).
 - b. The ongoing costs of already existing projects.
 - c. Applications which do not address a number of the criteria above.

PROCEDURY I TERMINARZ, KTÓRE NALEŻY DOPEŁNIĆ PRZY SKŁADANIU WNIOSKU O GRANTY NA ROZRUCH

1. Today, March 25, 2013, the members of the Commission for Promoting Systemic Change are sending out a letter to the international heads of various branches of the Vincentian Family, announcing that, once again, a foundation is willing to offer start-up grants for systemic change projects..
2. Attached to this letter are the criteria for judging who will receive these grants. The Commission also wishes to provide the following information about the procedure to be used in applying for the grants.
3. These grants will be for up to \$100,000..
4. Proposals will be received from the following branches of the Family anywhere in the world: AIC, the Congregation of the Mission, the Daughters of Charity, the Society of St. Vincent de Paul, AMM, JMV, MISEVI, and the Religious of St. Vincent de Paul.
5. Each of the international heads of the family will inform the members of his or her branch about the funds, will send them the information about how to apply, and will set a deadline for receiving applications. Subsequently, the head of each branch will receive applications from the members of that branch, will evaluate them, and will select up to three applications.
6. Joint proposals submitted by various branches of the Vincentian Family which are working together will also be welcomed. In that case, they should be sent to Fr. Joseph Agostino, CM (agostinojv@gmail.com). He will submit them to the Vincentian Leadership Commission, which will choose up to 3 projects and will forward them to the Commission for Promoting Systemic Change.
7. **Individual members should not send applications directly to the Commission.** Rather, they should send their applications to the international head of each branch, who will select up to three applications and will forward them, by email, to the Commission for Promoting Systemic Change.
8. The applications submitted to the heads of the family may be written in a variety of languages, but we ask that the (up to) three applications which the heads of the Family send to the Commission be translated into English.
9. After that, the Commission will meet and will make a decision about which proposal(s) will receive the start-up grants. It will also decide how many grants will be given in 2013; for example, one grant for \$100,000, or two grants for \$50,000 each, or four grants (\$25,000), etc.
10. The announcement about which proposal(s) will receive the grants will be made in mid-November 2013. At that time, the recipient(s) will be asked to supply further details about how the money might best be transferred.
11. The international leaders of branches receiving a start-up grant will be asked to appoint an independent monitor (someone not involved in the project itself) to assure that the grant is being used as described in the proposal and that the money awarded is being spent as indicated. A job description of what the independent monitor is to do will be sent to those receiving grants.
12. After their systemic change project has been functioning for six months, the grant recipients will submit an interim evaluation of the project, explaining how the grant has been used until that time. After the project has been functioning for a year, the recipients will submit a final evaluation, explaining how the grant has been used. A form for these evaluations will be provided when the grant is awarded.

FORMAT FOR SUBMITTING A PROPOSAL ASKING FOR A START-UP GRANT

Please submit no more than 7 pages, plus the budget, as follows:

PAGE ONE - Contact Details [one page]

Please include:

- Name of applicant
- Branch of the Vincentian Family to which the applicant belongs
- Position in the Organization (e.g., president of local SSVP conference)
- Address
- Telephone
- E-mail
- Name given to the Project (e.g., “Clean Water for Palo Alto”)

PAGE TWO – Summary [half page]

Summary of the proposal

PAGE THREE - Needs analysis [one page]

Statement of need; why is this project necessary?

PAGE FOUR - Project Plan [one page]

Project Description; how will the project be implemented?

PAGE FIVE – Finance - [one page summary, plus budget]

- What will the start-up costs be?
- In terms of money and personnel, how will the project continue in the future?
- What other funding sources are there for the project?
- How will the grant, if received, be used?
- Is there a time-line for the use of the money? When will it be needed?
- Please attach the overall budget.

PAGE SIX –

Evaluation [half page]

How, when, and by whom will the project be evaluated?

Governance [half page]

Please describe the Governing Structure of the project.

PAGE SEVEN - Systemic Change Criteria [one page]

How does the project meet the criteria given above (under the heading “Criteria for Giving the Start-Up Grants”)?