

PROCEDURE AND CALENDAR TO BE FOLLOWED IN APPLYING FOR START-UP GRANTS

1. 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. Information about the procedure to be used in applying for the grants is also attached to this letter, as well as a calendar.
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 and will send them the information about how to apply. 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. **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.
6. Joint proposals that are 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. The Commission should receive the applications from the heads of the branches of the Family no later than Sept. 1, 2012. Though the applications submitted to the heads of the family may be written in a variety of languages, we ask that the (up to) three applications which the heads of the Family send to the Commission be translated into English.
8. 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 2012; for example, one grant for \$100,000, or two grants for \$50,000 each, or four grants (\$25,000), etc.
9. The announcement about which proposal(s) will receive the grants will be made in the latter part of October 2012. At that time, the recipient(s) will be asked to supply further details about how the money might best be transferred.
10. 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.