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Conditions for Granting Financial Aid for projects funded by the Pontifical Mission Societies in Austria

Excluding sponsorship of student priests, mass stipends, and Pro Europa

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1 Foreword – our core mission.

"I have come that they may have life, and have it to the full." (John 10:10)

Missio is a worldwide organization belonging to the Catholic Church and supports local churches in Africa, Asia, Latin America and Oceania with the aim of giving every individual the chance to lead a "life in abundance". The fulfilling of basic needs, freedom and human dignity, access to education and community life and the ability to shape one's own life are prerequisites of this.

*"Man does not live on bread alone, but on every word that comes from the mouth of God."
(Matth 4:4)*

Missio chiefly supports projects that promote the proclamation of the Word of God either directly or indirectly. In other words, Missio supports pastoral-missionary projects with and in the particular local church. What we share is deep involvement in the life of the worldwide church. By means of exchange and mutual learning we aim to make the Kingdom of God visible among mankind and the peoples of the world today. Above all Missio takes note of the pastoral difficulties of financially needy local churches and does its best to ease them.

Missio supports projects that are organized and carried out independently by the local churches. The aim of the support is to achieve a lasting improvement in the lives of those concerned and to enable them to put forward their concerns and ideas themselves and to become strong enough to bring about the necessary changes.

Missio strengthens structures that promote the equality of the sexes, favour the development of children of all ages and redress social imbalances. For this reason we attach great importance to the support of women.

Missio finances projects that foster cultural autonomy, respect the religious context and spread the Christian spirit by means of work performed together as partners.

The social assistance offered is open to all, regardless of ethnic or religious affiliation, and is motivated by the basic principle of unconditional love of those who are suffering. By doing so we know that we follow in the footsteps of Jesus who healed ten lepers although only one of them came back to thank him and praise God (cf. Luke 17:11-19)

"Therefore put on the full armour of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand." (Eph 6:13)

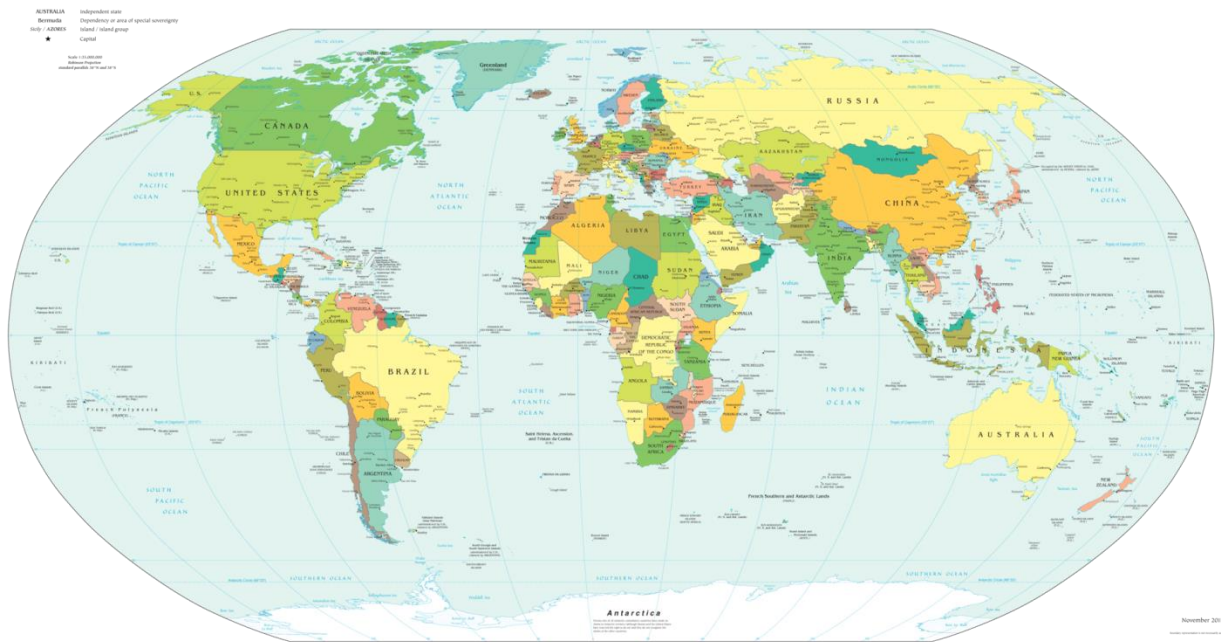
Missio condemns corruption, every form of physical and psychological exploitation - not only in our own context but also in the difficult situations faced by the local churches.

Special attention is paid to the oppressed, to widows and orphans.

Missio's aim is therefore "proclaiming the word of God [...], celebrating the sacraments [...] and exercising the ministry of charity" (from the encyclical letter *Deus caritas est* by Benedict XVI, Part II, 25 a).

2 List of countries supported

Political Map of the World, November 2011



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Missio supports projects in the following countries:

2.1 in Africa:

Burkina Faso, Burundi, Cameroon, Dem. Rep. of the Congo, Ethiopia, Kenya, Madagascar, Malawi, Nigeria, Ruanda, Senegal, South Africa, South Sudan, Tanzania, Uganda, Zambia, Zimbabwe

2.2 in Asia:

China, East Timor, India, Indonesia, Iraq, Myanmar, Nepal, Philippines, Sri Lanka, Syria, Thailand,

2.3 in Latin America:

Argentina, Brazil, Colombia, Ecuador, Haiti, Nicaragua, Venezuela

2.4 Oceania

Fiji, Papa New Guinea

2.5 plus

Missio's target country or subject area at the time of the application

3 List of project types supported

<p>I. PASTORAL</p> <ol style="list-style-type: none"> 1. Education 2. Infrastructure 3. Materials & Resources 	<p>II. EDUCATION</p> <ol style="list-style-type: none"> 1. Training and further education 2. Infrastructure 3. Materials & Resources
<p>III. SOCIAL SERVICES</p> <ol style="list-style-type: none"> 1. Child Care 2. Programmes for mothers and children 3. Health + Hygiene 4. Nutrition and agriculture 5. Emergency aid 	<p>IV. HUMAN RIGHTS AND ADVOCACY</p> <ol style="list-style-type: none"> 1. Refugees 2. Migrants 3. Solidarity work 4. Minority rights 5. Land rights

4 List of project types that are NOT supported

Missio does NOT support any of the following projects:

- a) Minor seminaries
- b) Individuals
- c) Grants for studies in Europe and the USA
- d) Vehicles of any kind
- e) Land purchase
- f) Child sponsorship

5 Conditions for granting financial aid

Project applications can only be submitted on the internet using the online form found here: <http://application.missio.at>. If your application is chosen for further consideration we will contact you as soon as possible and send you the application forms to fill in.

Requests for assistance can only be processed once these application forms have been completed and returned to us along with a letter of recommendation from the local bishop or, in the case of applications from members of religious orders, from the superior has been received

If the project application is accepted a letter confirming acceptance and a written Cooperation Agreement relating to the project are sent to the project partner. This Cooperation Agreement must be signed by both parties (applicant and Missio). The Cooperation Agreement lists all the rights and obligations of both parties.

It is only after Missio has received the signed Cooperation Agreement that the funds or the first instalment thereof can be transferred. Payment is subject to the actual requirements and the availability of funds.

1. The Project Partner is obliged to carry out the project in accordance with the attached project application. Any changes to the project activities, the use of the funds or the project duration require the prior written approval of Missio. Expenditure for a single cost centre that exceeds the original budget for this item by over 10% shall also be deemed to constitute such a change.
2. The Project Partner undertakes to carry out the project that is the subject of this Agreement in accordance with the currently valid guidelines of the local church.
3. The funds shall be used in keeping with the precepts of economy, thriftiness and efficacy and in accordance with the terms of this Agreement.
4. The Project Partner is obliged to submit progress reports and interim financial statements to Missio unbidden every six months or immediately after project conclusion where the project duration is shorter and to send a final report and final financial statement to Missio immediately after project conclusion. Should the reports and financial statements not arrive at the offices of Missio within two months after expiry of the deadline, Missio reserves the right to suspend all further payments until the documents required have been received.

The reports shall be written in German, English, French, Spanish or Portuguese. The reports should follow the structure laid down in the application for funds, i.e. they should go into the planned measures and describe what was achieved in the period under review. The reports and financial statements are to be entered in the forms provided by Missio. Copies of all relevant bills and receipts are to be appended to interim and final financial reports. These bills and receipts must indicate the amount paid, the currency, the item or service paid for and the date of settlement. The text of the bills and receipts must be translated into one of the above-mentioned reporting languages.

5. Missio reserves the right to visit the project on site for an inspection of the project's activities and finances.
6. The Project Partner agrees to provide Missio with visual material and background information on the project that is the subject of this Agreement.
7. Should the Project Partner fail to comply with any of the conditions of this Cooperation Agreement, Missio reserves the right to suspend payment of any further instalments until the reasons for such non-compliance have been clarified.
8. If the reasons for non-compliance are not clarified and if non-fulfilment of a condition persists, Missio will demand reimbursement of all funds already placed at the Project Partner's disposal.

6 Correspondence relating to a current project

Any correspondence relating to a current project **MUST** quote the project number and project title. Please include the following information in the email subject heading:

Project number, project title / diocese / country.

If this information is missing it will not be possible to reply to your message.

7 Online Project Application

<http://application.missio.at>

The Pontifical Mission Societies support the development of the Church and consequently a great many people in the 1,100 poorest dioceses of the world. Missio provides help for pastoral and social projects such as the construction of churches, health centres and community centres as well as numerous educational initiatives. In every case the focus is on the spiritual and physical needs of the people. For Missio, projects that support the growth of the Church in the countries of the South are particularly important. At the same time the beneficiaries should be given aid to start new projects which enable them to help themselves.

Projects submitted to us for support should provide testimony of the way God is at work in our lives and how we can work together to continue establishing the Church and proclaiming the Gospel.

Please enter your contact details in the online project application form and provide a short description of the planned project from the perspective of our core mission. Because of the large number of applications we receive every day, a selection must be made of the most appropriate projects. To increase the chances of your project's selection the following points should be considered:

- a) Help us to understand your objectives by writing a persuasive summary of the project
- b) Under the item "Spiritual Dimension" explain how your project can provide testimony of the way God works.
- c) Indicate the type of project you intend to carry out (see list of alternatives. If you choose OTHER explain this in the summary as well).
- d) Select the topics covered by your project (see multiple selection list box - e.g. refugees, water, promotion of women etc.)

NOTE: If any of the answers to the individual points are deficient, your project application will not be considered.

After submitting the completed online project application form you will automatically be sent a reference number. Please quote this number in any correspondence relating to your application.