

## GUIDELINES

### to submit MicroProject (MP) proposals in development countries to Caritas Italiana

#### Objective

Supporting and promoting the most vulnerable communities by improving their social and economic conditions and promoting relations of communion and charity, thanks to sustainable microprojects (MP).

#### Key elements for a MP has:

- to be coherent with the socio-pastoral plan of the Diocese and to obtain the formal endorsement of the local Bishop;
- to improve the socio-economic conditions of the beneficiaries;
- to support the path of self-autonomy of the local community;
- to be community based;
- to be sustainable;
- to valorize local human and material resources.

#### Requested funding

Maximum € 5.000,00= for each MP

#### Eligible Organizations

The local Churches through their charitable bodies: parishes, associations, religious communities, etc.

#### Priority sectors

*In all the following sectors, particular attention is given to vulnerable categories, such as the unemployed, people with physical or mental disabilities, prisoners, migrants, minorities, etc.*

**Water and sanitation:** the construction of wells for drinking water, cisterns, hydraulic pumps, irrigation systems, latrines and sewers to ensure a healthy environment, avoiding the proliferation of diseases related to unhealthy and poor cleanliness.

**Environment and food security:** development of crops and farms, to guarantee in the short term a daily, healthy and sustainable diet; reforestation to tackle the soil erosion and the desertification, as well as the creation of nurseries. Sustainable exploitation of natural resources, renewable energy, ...

**Health care:** support for the development of medical dispensaries and rehabilitation and prevention activities in local clinics; medical equipment and diagnostic tools (gauze, syringes, sutures, stethoscopes but also hemodialysis, ultrasound, etc.).

**Work:** small income generating activities (a workshop, a carpentry, a hairdressing salon, etc.) for small entrepreneurs who do not have access to the traditional financial system. Development of microcredit funds, self-help and mutual aid groups, cooperatives, etc.

**Education:** support to pupils and teachers (purchase of school desks, teaching material, computers, etc.); support to local media (radio stations, web sites, newspapers...), able to give voice to the community.

#### Period of implementation

Up to 4 months since the receipt of the funds.

Any unforeseen delays or other modifications must be immediately reported by e-mail ([micro@caritas.it](mailto:micro@caritas.it)) and must get the written authorization of Caritas Italiana.

## **Not eligible activities:**

- Administration costs, salaries and transport; management costs, shipping costs, customs clearance costs;
- Intra-ecclesial activities related exclusively to liturgy, catechism, or other pastoral activities, and/ or clergy with religious as the beneficiaries (for example, drilling a borehole for a convent, rearing or kitchen gardening for the seminarians, etc.);
- Activities linked to emergency situations;
- Purchase of vehicles;
- Projects entirely based on training (scholarships, salary of trainers and teachers, payment of school fees, etc.);
- Activities whose costs were incurred prior to approval of the MP.

The items detailed below can be funded in limited percentage and not more than 40% compared to the cost of the project:

- Purchase of small means of transport (except cars).
- Requalification of premises (redevelopment of electrical system, water plants, paint work).
- Training activities.

## **Transmission of the requests**

The requests, filled in accordance to the “Format to submit a Microproject (MP) in Development Countries” enclosed, have to be sent to Caritas Italiana by e-mail or by post.

### ***Caritas Italiana***

#### ***Ufficio MicroProgetti***

*Via Aurelia, 796*

*00165 ROMA (Italy)*

*micro@caritas.it*

**Each request must include: the format duly filled, the formal letter of endorsement of the local Bishop, the pro forma invoices for the purchase of materials/equipment.**

## **Transmission of the final reports**

The final reports, filled in accordance to the “Format for the Final Report of a Microproject (MP) in Development Countries” enclosed, must be sent by e-mail or by post to Caritas Italiana, together with all the requested attachments (in particular photos in jpg format, invoices and expense receipts). Within the report is required a detailed description of the activities carried out, the beneficiaries reached, the testimonies and the stories of the beneficiaries who have benefited from the MP.

**The final report must be transmitted within 1 months from the implementation.**

**The final reports without the required elements and/or not included in the format cannot be considered valid.**

These guidelines are also available on the website [www.caritas.it](http://www.caritas.it) in English, Italian, French and Spanish language.

*For any further information: micro@caritas.it - phone: +39.06 66177.217/206/242/228*