



**PONTIFICIUM OPUS A PROPAGANDA FIDEI**

*Secretariatus Internationalis*

Via di Propaganda 1/c

00187 Roma, Italia

**APPLICATION FOR EXTRAORDINARY SUBSIDY  
FROM THE WORLD MISSION SUNDAY SOLIDARITY COLLECTION**

**REGISTRY AREA**

*(Please read the fifth page before filling out the form in CAPITAL LETTERS)*

**PROJECT TITLE:** \* .....

.....

**Location of Project** \* .....

**Application type:** \*  First time     Renewal of request     Relocation of the Budget     Correction of request

(Indispensable requirement ONLY for new constructions) I affirm and declare that this project has received any and all permissions to proceed with the construction from the civil authorities?  **YES**

**APPLICANT**

First name: \* ..... Last name: \* .....

Address: \* .....

District: ..... Code: ..... City: \* .....

Country: \* .....

Email: \* ..... Email 2: ..... Telephone: \* .....

Name of Supervisor of the Project: ..... Email .....

(If it is not the same person as the applicant)

**Religious Congregation or Institute:** .....

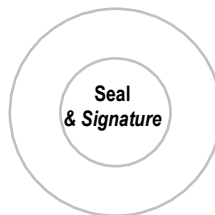
**Diocese or Ecclesiastical Circumscription:** \* .....

Signature and seal of the local Ordinary

Signature and seal of Papal Representative

.....

.....



Date .....

Date .....

\* Obligatory fields to be filled out.



**BUDGET OF THE PROJECT \***

**SPECIFICATION OF EXPENDITURE**

LOCAL CURRENCY

US\$ /  EUR

Details of the approximate cost (walls, roof, windows etc.)

1.		
2.		
3.		
4.		
5.		
	(Please include a Bill of Quantities) <b>Total Cost</b>	

**FINANCING PLAN OF THE PROJECT**

LOCAL CURRENCY

US\$ /  EUR

<b>Local contribution:*</b> <i>(NB: Proportionate to the total cost but for smaller projects it must at least be, a <u>minimum of 15%</u>.)</i>		*
<b>Other organization involved in the project:</b> a) Amount Requested from:		
Have you received assistance for this project from our Society in the past? If so, please state:		
I) Date and amount:		
II) Date and amount:		
<b>Amount requested from the Pontifical Society for the Propagation of the Faith:*</b>		

**N.B.- The sum of the Financial Plan must be equal to the Total Cost of the project.**

**AREA DEVELOPMENT \***

**PROSPECTS OF SELF-FINANCING**

***How will you support and maintain this project in future?***

.....

.....

.....

***Participation in the Universal Solidarity Fund of the Society \****  
*(Indicate the concrete contribution to the Fund and explain how the applicant Body proposes)*

.....

.....

**AREA ATTACHMENTS**

Add the required attachments:

- Recommendation by the Bishop \***
- Detailed estimation of Costs \***
- Construction plans\***
- Picture**
- Events and programming / Other**

**CONCLUSION**

**REQUIRED**  
*Please have the form signed for approval by the Bishop, who will forward It to the Apostolic Nuncio*

**REQUEST FOR PUBLICATION OF PICTURES AND EXPLANATORY NOTES**

The Project Manager/Applicant would like to send pictures and explanatory notes relating to the project for publication on the website [www.ppoomm.va](http://www.ppoomm.va), the terms and conditions of which are fully understood and acknowledged. Any picture will be taken in compliance with the relevant legislation and will have no artistic merit, nor pursue any commercial or financial objectives. The pictures will provide a record of what is achieved as a result of the Pontifical Mission Societies' funding, and the publication is for the information and knowledge of the public, benefactors and the local population, for whom it will constitute a historical record. The Project Manager will take the pictures, and waives any reward of any kind for the benefit of the project.

**DECLARATION ON THE PROJECT'S COMPLIANCE WITH THE PRINCIPLES OF THE PONTIFICAL MISSION SOCIETIES AND PROTECTION OF WORKERS**

The Project Manager/Applicant herein states that he will act loyally and in good faith in the management of the project for which he has applied for funding; he will develop equitable relationships, fair and respectful of the employees and suppliers; and will put in place safe working conditions and ensure a healthy environment. He also declares that he will ensure transparency when reporting by providing information tailored to the level of understanding of the recipients and ensuring the coherence of all activities with the principles of non-discrimination on the grounds of nationality, religion, race, sexual identity, political opinions, personal and social conditions; respect for human dignity, morality and ethics; respect of vulnerable groups, women, the best interest of children under 18, people with disabilities; equal opportunities and respect for privacy, private and family life, honour and reputation of all participants, especially of vulnerable groups.

Date: .....

Place: .....

**Signature of the Applicant:\*** .....

## NOTES

- The Propagation of the Faith was founded in order to help young newly formed Churches with their Evangelization programmes, so we cannot accept school, health or other social projects.
- A Person In-Charge must be designated to manage the project at the site.
- The Form must be signed by the Applicant, the Person in Charge and the local Ordinary.
- When a project contains multiple buildings, each building of a compound must be presented individually in a subsidy request application form. Requests not conforming to this norm will be rejected.
- If money has been given for a previous phase of the Project then a Financial Report Sheet and a photograph must accompany the new request Form.
- In accord with Art 64 of the PMS Statute, please immediately acknowledge on arrival receipt of subsidy. On completion of the project send the accompanying Report Sheet. Both are essential for accountability and future fundraising.
- These funds can never be directed to other program costs or uses. (Can.1267 §3).

## IMPORTANT

**All Projects** should include a **detailed Bill of Quantities** and, if the project involves construction, a **simple sketch** of the intended structure.

**All projects over US \$ 30,000.00**, should also include a **certified architectural plan**, if the project involves some construction.

**All projects over US \$ 70,000**, should also include co-financing so as to guarantee its completion. If the project is to be carried out in various phases, the cost for each phase, as well as a financing plan and any grants received for that phase should be indicated

**All Projects over US \$100,000.00** should normally be presented in two or three phases and include a financing plan indicating the feasibility of completing the project. Each phase must be presented individually and specifically, with a new subsidy request application form. Such a new request must demonstrate how money received has been used for previous phases and assure that previous phases have, in fact, been completed.

- **The extraordinary subsidy granted by the Superior Council of the Pontifical Society for the Propagation of the Faith, after examining the request, represents a contribution, with the local Church's funds for the realization of a project.**
- **The Society for the Propagation of the Faith does not guarantee continuing subsidies for other phases of a project.**
- **This application form, properly completed in all its parts, must be countersigned with the approval of the local Ordinary and must be sent through the Papal Representative to the General Secretary of the Pontifical Society for the Propagation of the Faith (Via di Propaganda 1/C - 00187 ROMA, Italia) where it must arrive on or before 15th December.** Please give a copy of it to the National Director of the PMS in your country.



*Funds for Projects are contributed from the combined offerings of World Mission Sunday which was established by Pope Pius XI in 1926 and is celebrated on the next-to-last Sunday in October. He saw the day as a way to "foster understanding of the greatness of the missionary task, encourage zeal among the clergy and the people, and offer an opportunity to make the Society for the Propagation of the Faith ever more widely known and encourage offerings for the missions." It is a day set aside for all of us to respond to the Holy Father's request for solidarity amongst Catholics and to recommit ourselves to the Church's missionary activity through prayer and sacrifice. Pope John Paul II, said that it is "an important day in the life of the Church because it teaches how to give: as an offering made to God, in the Eucharistic celebration and for all the missions of the world" (RM 81). He also said: "The offerings that are collected are destined for a common fund of solidarity distributed, in the Pope's name, by the Society for the Propagation of the Faith, among the missions and missionaries of the entire world." Every year the needs of the Catholic Church in the Missions grow as new dioceses are formed and because of the growing number of people seeking to hear the message of Christ. That is why the involvement and commitment of Catholics from around the world is so urgently needed. Offerings from Catholics in your Parish and Diocese, on World Mission Sunday and throughout the year, are combined with offerings to the Propagation of the Faith worldwide. Requests are submitted for assistance, for catechetical programs, the work of Religious Communities, for communication and transportation needs, and for the building of chapels, churches and pastoral centers. These needs are matched with the funds gathered in each year.*

**"To love without measure...without end."** Venerable Pauline Marie Jaricot on whose initiative and intuition the Propagation of the Faith was founded in 1822, saw her vocation as becoming a missionary of the love of God. She came to believe that **"to truly help others is to bring them to God"**