

Guidelines for submitting applications to Adveniat

Preamble

Adveniat supports applications that reflect planned and sustainable action, that take the "signs of the times" into account and are true to the essential teachings of the Second Vatican Council and the guidelines of the Latin American Episcopal and Ecclesial Conferences. Adveniat supports a Church which truly sides with the poor, the excluded and the young. This commitment also includes the unconditional protection of minors and vulnerable adults against sexual violence as well as comprehensive care for the victims ([www.adveniat.org/prevention document](http://www.adveniat.org/prevention_document)).

Transparency, preventing corruption and ecological and social responsibility are fundamental values guiding Adveniat's work and mission ([www.adveniat.org/anticorruption document](http://www.adveniat.org/anticorruption_document))

General information

- a) Adveniat's principles and guidelines are an integral part of every project ([www.adveniat.org/document principles for grants](http://www.adveniat.org/document_principles_for_grants)).
- b) The application must be submitted at least four months before the project starts.
- c) The complete application should not exceed ten pages in length, not including annexes.
- d) Each application must be accompanied by the recommendation of the local ordinary or of the provincial or regional superior in case of congregation projects. In doing so, the recommender declares that he/she is aware of and supports the project and that he/she is not aware of any accusations against persons directly involved in the project, especially against the applicant.
- e) If the local ordinary signs as the applicant, we require the written approval of the diocesan bursar who transmits the vote of the diocesan finance council. In case the local ordinary applies for a scholarship, we ask for the written approval of the chancellor who first obtains the vote of the presbyterial council.
- f) If the provincial or regional superior signs as the applicant, the provincial bursar's approval is required, as he/she transmits the vote of the relevant council.
- g) In submitting an application to Adveniat, the applicant is aware that Adveniat may use his/her personal and project-related information for the internal administration of Adveniat, for communicating with other organisations and aid institutions, and for advertising and promotional activities.
- h) The participation of the beneficiaries constitutes an important part of the project in all project phases. Each application must be endorsed in writing by the economic affairs council or pastoral council, where it exists, otherwise by the group of beneficiaries of the project.
- i) The aid requested is considered as a supplement to the own funds in case these are not sufficient. The own contribution must be as extensive as possible.
- j) Adveniat can neither help to liquidate incurred debts nor to finance projects that have already been implemented.
- k) It is essential that you inform us if you have requested or are going to request aid from another institution for the same or a similar project, indicating the amount requested. You must also inform us of the results obtained in due time.
- l) Once the project is completed Adveniat expects a final narrative and financial report in accordance with the format for submitting reports.

- m) In the event that changes to a project are required after its approval, Adveniat's consent must be sought in advance for all of them.
- n) In case a grant is approved, Adveniat will make available the sum indicated for the project, and reserves the right to reduce the sum, not to pay it, or to request its refund, in the following cases:
- if the final project costs are lower than budgeted;
 - if the institution's own funds or third party funds exceed the ones initially indicated;
 - if the project is not realised at all or only partially;
 - if serious problems or delays arise in the implementation of the project;
 - if serious problems arise in the cooperation or if there is a lack of transparency in reporting;
 - if agreements are not fulfilled.

Essential elements of your application (not more than ten pages)

1. Project title

2. Period in which the project is to be implemented

3. Personal information about the applicant

Name and surname, function/position, complete postal address of the institution, email address and telephone number.

4. Brief description of the applicant institution

- 4.1 If a parish project is concerned: number of inhabitants of the parish, percentage of Catholics. How many people actively participate in pastoral activities? Number of pastoral agents.
- 4.2 If a project of a diocese, an apostolic vicariate, a prelature or an episcopal commission is concerned: basic information and pastoral reality.
- 4.3 If a project of a congregation is concerned: presentation of the congregation, members and houses in the country, vocational situation.
- 4.4 If a secular institution or organisation related to the Catholic Church is concerned: mission, vision, objectives and structure of the organisation or institution (copy of the byelaws); experience in the work areas, previous and current funders, relationship with the local Church.

Please attach a report on the current financial situation of the applicant entity, with a summarised balance sheet of its income and expenditure and its financial reserves (maximum 2 pages).

5. Protection against sexual violence and care for victims:

Please inform us about the prevention measures you are implementing.

- Has your institution (parish / diocese / religious congregation / Catholic association) set up regulations and measures to prevent sexual abuse?
- Who is the person responsible for elaborating and implementing prevention guidelines? (name and function)
- Whom can potential victims / persons affected by sexual violence / abuse turn to?
- Has someone in your institution (parish / diocese / religious congregation / Catholic association) participated in a training course on preventing abuse in Church settings? (In the affirmative, please indicate the month and duration of the course.)

If there have not yet been implemented any measures in your institution, please tell us which steps you are taking or planning to take, or which steps you have not yet been able to take. As of September 2023, the existence and implementation of prevention measures will be an indispensable prerequisite for receiving support from Adveniat. You will find more information on our website: www.adveniat.org/protection_subsidies in Spanish language.

6. Brief description of the project:

- 6.1 Effects, objectives and results expected.
- 6.2 Description of the target group and its specific situation.
- 6.3 Planned actions: scheduled activities, acquisitions.

7. Expected costs and financing (please indicate the currency)

7.1 Budget broken down in accordance with the attached excel sheet.

Please note that the same cost categories and activities/phases must appear in the final report.

- The budget should include not only the contribution requested from Adveniat but also the total cost of the project.
- For salaries and fees a list indicating the names, profession and function, number of working hours and amounts budgeted is required.
- Please attach a proforma invoice for purchases exceeding US\$ 500.00 (incl. VAT).

Adveniat reserves the right to request additional information.

Please check our website www.adveniat.org for the updated version of these guidelines. Date of this version: July 2022

Date, signature of the person responsible, stamp of the institution.

Please sign the complete application and send the scanned document by email to the address:

antilles@adveniat.de

Only if scanning is not possible, please send your application by post to the address:

Bischöfliche Aktion Adveniat
Gildehofstrasse 2
45127 Essen
GERMANY