

# Guidelines for submission of requests to the Missionary Cooperation Office

The Missionary Cooperation Office is not a NGO (in the sense of funding organisation). It is a development and solidarity expression within the Discalced Carmelite Order. It expects to receiving “within request applications” that provide the full picture of the situation to be addressed and the details of who applies.

Ideally, the person responsible for the practical realisation of the project should elaborate and submit the application. This can be any Discalced Carmelite Friar or Nun in the mission. However, to come into consideration for funding, a request must have the explicit written approval of the Major Superior of the mission (or the Prioress of the Monastery).

Here are some guidelines about writing a project application that include the necessary technical information we need to understand your project.

## I. Project information summary.

1. **Applicant community:** physical and electronic address of the applying community (the community where the project will be implemented);
2. **Identity of the applicant:** name, pastoral address, email, telephone number of the friar or nun who is directly responsible for the project;
3. **Recommending superior:** name, pastoral address, email, telephone number of the Major Superior (or prioress of the Monastery) recommending the project;
4. **Title of the project:** The project title should be short, complete and concise. It should refer to the key project result or to the leading project activity. It should give an effective picture of the problem the project intends to resolve.
5. **Total cost of the project:** the overall amount of the money that the realisation of the project requires (how much money the whole project costs?)
6. **Amount requested:** (how much money are you requesting from the Missionary Cooperation Office?)
7. **Other sources of finding:** give the names and addresses of agencies you have contacted for the same project. How much money have you requested from them for the same project?
8. **The community participation:** how much money, as applicant community or mission, are you putting in the project?

9. **Bank detail:** indicate the bank account details for the transfer of the approved funds (bank details other than the community account will not be used): name and address of the bank; address of the bank; name of the account holder; address of the account holder; number of the bank account (IBAN) and currency of the account (dollars, euros or the country's national currency); SWIFT or Bic code.

## II. Presentation (description) of the project

We have no forms for you to present your project argumentation. Please write as you know best and provide us as much information as possible. Assume we know nothing about your specific situation, yet we need to understand “Who, Where, When, What, How much and Why?” Thus, we expect a clear and concise descriptive request application of about 4-6 pages.

- Describe the need behind the project
- Describe your goals and objectives (what you want to achieve vis-à-vis the need you have described). Where relevant, always give concrete figures (number friars, novices, sisters,)
- State in a concise way the specific purpose for which you need a grant (what you actually need the money for and why): describe each single activity or need for which you are asking for a grant and why you cannot cover it yourself.
- Specify the total costs of the project. Please, the total cost of the project should be presented in euros or dollars and the exchange rate against the local currency provided.
- Specify how much money you have already secured for the project, from donor agencies (please name them and give their contacts) and how much you expect from the Missionary Cooperation Office.
- Indicate the expected dates for the starting and completion of the project.

## III. III Accompanying documentation

- Back up your argumentation with “verifiable” pro-forma invoices, cost estimates, photos, budgets, programs, lists of participants, etc.
- Let your major superior read your application and ask him to verify what you have written and to approve it with his recommendation that should be a **hand-signed copy** to be sent together with the application proposal.

**N.B:** send the **original or scan** of the “*hand-signed hard copy*” of your application with all the documentation to:

**The Missionary Cooperation Office,  
Casa Generalizia Carmelitani Scalzi  
Corso d'Italia, 38  
00198 Roma  
Italia**

**E-mail: [ocdmis@gmail.com](mailto:ocdmis@gmail.com)**