

MAJOR PROJECT

Application Form

1. General Project Information

Title of the project	
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Country where the project is to be implemented	
State, Region	
City, Village	

Total Cost of the project		Local Currency		EUR
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Contribution Requested		Local Currency		EUR
Local Contribution (obligatory)		Local Currency		EUR
Marist Province contribution		Local Currency		EUR
Contribution from local individuals or groups		Local Currency		EUR
Other Contributions:		Local Currency		EUR

NOTE: FMSI will withhold 6% of the possible Donor Agency's grant to cover the administration and management costs.

Duration of the project		Number of Months
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Project support/approval	Letters of (Indicate what letters are attached)		
	Request/Support	Approval	Financial Support
Applicant contact person			
Provincial (obligatory)			
Local Bishop /Authorities			

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Project beneficiaries - Local population representative (associations, committees, etc.)			
Other involved parties			

2. Applicant Institution Profile

Applicant information (Marist Province, Marist Community, Organization, NGO, Foundation...)	
Name	
Nationality	
Legal Status	
Foundation date	
Address	
Tel. Fax	
E-mail	
Main Activities What is your work/apostolate? Which activities are you involved in?	
What kind of people is your activity directed to? (for example: children, youth, women, teachers, Brothers, ethnic minorities, etc)	
Have you already carried out similar projects, with similar activities, in the past? (<i>Donors want to know your previous experience and expertise in the activities you propose for their support.</i>)	

Marist International Solidarity Foundation ONLUS

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Contact Person for this project

Name:

Tel:

E-mail:

3. Details of the Project

3.a Local context and problems to be addressed

*Please provide a description of the general situation, the socio/economic and cultural background of the people of the area in which the project will be carried out, **covering all relevant aspects affecting the lives of the local population and the group your project is addressed to** (example: basic needs and constraints, no access to social services such as health care or basic education, situation of women and girls, poverty and economic problems, no formation for the Brothers, difficulties in accessing vocational training) or other relevant elements that explain why you have decided to initiate this project.*

*Imagine that you are describing the situation to someone who lives far away from your project and is not familiar with life in your region. Your description must be **NOT** only about the single problem for which you are asking help (i.e. renovation of a part of the school, roofing, etc.) but also about the general situation in the area and the work you are doing to resolve people-related issues.*

*The description will be clearer **if you use actual numbers** (i.e. the number of students, the number (roughly) of children in the area who don't have access to education, of families in poor conditions, of schools in the region, etc.).*

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(The space above is intended only as an example. You are free to use more page for your description)

3.b Objectives of the project

General objective:

What is the project aimed at?

Specific objectives:

(Guidelines)

- *What problems are you aiming at solving through this project?*
- *How do you relate the objectives of your project to the identified problems in the background section?*
- *Why is the project seen as necessary?*
- *What sort of concrete positive changes do you aim to bring about through this project in the local community, local population, area, etc.?*

3.c Connection with other programs and plans at local, national level

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- Do the local Authorities support the project?
- Is there a local, national plan of the Government related to this project? (e.g. development of the primary education in the project region, if the project is for primary school construction, etc.)
- Is the project school/center officially recognized?
- What contacts exist with other local organizations engaged in the same activities?
- What Marist authority approved the project?

3.d Activities description

Please, select the activities of your project

- | | |
|---|-----|
| Construction | () |
| Purchasing of equipments, furniture, material | () |
| Education Courses (Primary, Secondary, Tertiary...) | () |
| Training Courses (Specify.....) | () |
| Health care | () |
| Income generating activities and business start-up | () |
| Human/Children Rights | () |
| Social activities (groups animation, women empowerment, etc). | () |

Give a DETAILED DESCRIPTION of the activity you plan to undertake

A. If you provide **construction and/or renovation works**

Describe the type of construction, area (in m²) and its purpose.

Enclose a drawing to illustrate where the construction or renovation work will be carried out (a non-professional drawing will be accepted).

How many floors will the building have? What type of material will be used in the construction? How will the building/renovation work be carried out?

Will the beneficiaries of the project participate in the construction work?

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Who is the owner of the land? Do you have the permit to build?

If the construction of the facilities is new, include an architect's drawing or sketch of the building.

If the facility is an existing structure, include photos and drawings of the intended refurbishing.

B. If you provide *purchasing equipment, furniture, materials*:

Specify the type and quantity of equipment/furniture/material to be purchased and its purpose.

Why you have chosen this sort of equipment? Can the chosen equipment and technologies be used in the future at affordable cost? Are they suitable to the local conditions and local human resources capacities (climate, electricity, repair and maintenance opportunities)? Can the equipment be used apart from the project?

Will the equipment be purchased in the local market, in the region or outside? Do you have some existing equipment to use for the project?

What other sorts of material do you want to purchase? (Books, videos, panels, computer material, consumable material, medicines, etc.) Please explain.

C. If you provide *education courses, training courses and other activities*

Please answer the following questions for every activity foreseen in the project:

- How will the activities be organized? (duration, annual period, daily time, program, topics)
- What methodology will be used? (i.e. informal education for the street children would need a special teaching methodology, etc.) Why?
- How many people per activity? How will the beneficiaries be selected?
- Who will the personnel involved be? (Please, specify number of people and role)

4. Project sustainability

Every donor agency wants the project to be sustainable in the long run, even when the grant is over and the project manager is no longer in charge. For this reason, it is important to explain precisely how the sustainability of the project will be assured.

1. From the FINANCIAL point of view: how will the expenses of the project be covered in the future, when the external support ends?

- Identify the main ongoing costs of the project and the related amount: (i.e. new teachers/staff stipends, electricity, water, maintenance costs, etc.)
- Describe where the money to cover the costs illustrated above will be sourced (i.e. school fees, sale of products and other income generating activities, state contributions, donations, rental of the premises, ect.); specify what percentage of the costs such sources will cover.

2. From the MANAGEMENT point of view: how will the management of the project be assured, in the future?

- How long will the Marist Province manage the project (i.e. 1 year, 5 years, for ever...)?
- How will the Province assure the management of the project in the future (i.e. appointing a Management Board, appointing a Director, ...)?
- If the management of the project will be handed over to the local community or to another entity, how will the handover be organized?
Are the necessary competences and professionalism available locally? If not, what do you propose?

3. From the SOCIAL AND CULTURAL point of view: describe the impact of the project on the local population:

- Is the project respectful of the local culture and values? How?
- Describe the local population's and beneficiaries' participation in the planning and implementation of the project.
- Are the activities officially approved and recognized by the local authorities? (i.e. the diploma issued after the training is recognized; the project is granted a financial contribution from the Government, etc.)

5. Budget			Local Currency (.....)	EUR
Organization in Special Consultative Status	Cash/In Kind	Unit	Cost per Unit	Total Cost
Expenses Items	In Kind		Unit	Total Cost
1. Land		m ²		
2. Construction		m ²		
3. Equipment and materials		piece		
<i>For example</i>				
Desks of wood 1 m x 50 cm	cash	32	80	2.560
4. Personnel		month		
<i>For example</i>				
1 Marist Brother School Director	in kind	12	200	2.400
5 Teachers	cash	8	150	1.200
5. Recurrent expenditures		month		
<i>For example</i>				
Electricity		12	200	2.400
6. Other – to specify			
7. FMSI Administration and management expenses (6%)				
TOTAL				

The budget should be completed for the whole project, and not limited to the contribution requested from FMSI.

1. Land: The expense will be in cash if you have to purchase the land. The expense will be in kind if you will use the property which already belongs to you or other people for the project. Enter into the budget the value of land according to the current local estimation per m². **It is helpful to have an official document/declaration made of the value of land.**

2. Construction: The expenses will be in cash if you have to construct or renovate one or more buildings. The expense will be in kind if you will use a building on your property (or of others) for the project, including, the parts of the building you do not have to renovate. Enter into the budget the value of the building/s according to the current local estimation per m². **It is helpful to have an official document/declaration on the value of the building/s.**

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3. Equipment and materials: List and describe the equipment/materials to be purchased: e.g. 32 desks of wood 1m x 50 cm. A brief description will be useful for proper evaluation of your budget. The expense will be in cash if you have to purchase new equipment and materials; in kind if you use equipment and materials that you already have for the project.

4. Personnel: (salaries, wages, professional fees, etc.) Indicate here the number, qualification and work time of the personnel involved in the project: e.g. one Marist Brother school director x 12 months; five lay Teachers x 8 months, etc. When the personnel are offering their work for free (i.e. volunteers, Marist Brothers not receiving a salary), the amount of money they would have received if paid salaries has to be considered in kind. If the personnel are paid workers, the related cost must be included in the budget as cash. In both cases, the value of the work has to be included in the budget plan.

5. Recurrent expenditures: Here you can put all the expenses you sustain continually, for example every month to cover: i.e. rent, electricity, telephone, water, food, insurances, transport, internal travel, etc. You must consider these expenses only for the duration of the project or following the timetable of the activities: i.e. if the project duration is 12 months, we cannot consider in the budget an electricity bill for 24 months. Being a forecast, the monthly share foreseen – for example - for electricity can be an estimate, based on the activity and cost of the electricity supply.

6. Other: Please list here all the expenses not included in the items mentioned above, such as: project formulation expenses (architect feasibility study, visit to the local authorities, postage expenses, etc. Please notice that only very few donor agencies grant this type of expense), project evaluation expenses (financial audit expense, administration, photos printing, etc.) unforeseen expenses, etc.

6. Check List

<i>Before sending us your project proposal, please check that each of the following requirements, where applicable, have been met</i>	Yes	No
1. The project is drafted according to the application form and answers all the questions.		
2. The budget, with breakdown costs, has been fully completed.		
3. The local contribution to the project (see page1) is specified.		
4. The approval letter of the Provincial is attached.		
5. An official declaration by a local technician (or architect, local land registry office) of the value per m ² of the already existing building and land (local contribution in kind) is attached.		
6. The architect's drawing or sketch of the building to be constructed/renovated is attached.		
7. The quotation for the construction/renovation work is attached.		
8. The quotation for the major equipment to be purchased is attached.		

Please note: no project will be considered for processing unless ALL the relevant requirements have been met.

Specify if other relevant documents explaining the project and that maybe useful for its approval are attached:	Yes	No
Photos		

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Programs of the activities (curricula for courses, formation courses, etc.)		
Newspaper articles, regional and local statistics, documents		
Local Authority recognition of the Institute, Center, School, etc.		
Other:		

Please send your project proposal by mail, by e-mail or by hand-delivery to:

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