



## Daughters of Charity of St. Vincent de Paul **INTERNATIONAL PROJECT SERVICES**

### **ESTABLISHMENT**

*Daughters of Charity International Project Services (IPS) was established in 2004 by the Superioress General with her Council. IPS became fully operational in 2006.*

### **MISSION STATEMENT**

Daughters of Charity International Project Services (IPS), was established to help the Sisters in developing countries to carry out their mission of service to those who are poor. IPS facilitates international funding and other resources and develops relationships that support Daughter of Charity projects that minimize human suffering and foster sustainable solutions to global poverty at the local level.

### **CRITERIA FOR PROJECT ACCEPTANCE**

***To be accepted, a project application must satisfy all seven criteria listed below.***

- 1.** The project is submitted by a Province located in an impoverished country. (Typically, the Province is unable to support itself and/or its works, or currently receives financial assistance from the General Curia.)
- 2.** The project is a Daughter of Charity project that addresses the needs of the people served by the Province.
- 3.** A project that exceeds the authorized expenditure limit of the Province must have prior approval of the Superioress General with her Council before submission to IPS.
- 4.** The IPS Project Application Form is completed in English, French or Spanish (**English is preferred**). All information requested is provided, including quality photos. NOTE: Photographs may be used on the IPS website, unless the Province specifies otherwise in the IPS Application Form or e-mail message accompanying the Application.
- 5.** The completed IPS Application Form is approved by the Visitatrix with her Council, bears the signature of the Visitatrix as well as the date of Council approval, and is then sent to IPS, preferably via e-mail.
- 6.** The project timeline allows sufficient time to process the application and provide financial assistance. The project should not represent an immediate need.
- 7.** There is a reasonable expectation that funds can be obtained for the project.

**Note:** *The application form may be copied or duplicated on the computer and additional pages attached to the application form as needed. If assistance in completing the application form is needed, please contact the IPS office or email Sister Mary Louise Stubbs, D.C. at [marylouise.stubbs@doc.org](mailto:marylouise.stubbs@doc.org). Completed applications can be sent to IPS via postal service, fax, or e-mail. **E-mail is preferred.***

### **COLLABORATIVE EFFORTS**

Collaboration is the key to success in carrying out the objectives to meet the goals of IPS. The Visitatrix with her Council determines the priorities for projects within the Province. The IPS office serves as the link between the Province; i.e., the Provincial Project Coordinator, and various funding organizations and donors, to seek and award funds.

### **The Responsibilities of the Province**

- To appoint a Daughter of Charity from the Province to be the Provincial Project Coordinator who serves as the liaison between the Province and the IPS Executive Director and carries out the responsibilities as outlined below in “The Responsibilities of the Provincial Coordinator.”
- To obtain prior permission of the Superior General with her Council to submit a project if the project cost exceeds the authorized expenditure limit approved for the Province.
- To design, plan and implement the project.
- To prepare the IPS Application, providing ALL information requested, including quality photos.
- To manage well funds awarded and use them only for the purpose for which the funds were granted.
- To request, in writing, IPS approval for any project changes BEFORE any project changes are made.
- To prepare and submit the IPS Grant Evaluation Report by the indicated deadline, as a means of accountability to donors and funding organizations.

### **The Responsibilities of the Provincial Project Coordinator**

- To assist IPS in examining all aspects of the project.
- To send information related to the project as requested by the IPS Executive Director.
- To provide the IPS Executive Director with any new project information that becomes available, such as a change in the budget, obtaining additional funds for the project from other sources, a delay in executing the project and/or use of the money awarded, etc.
- To communicate with the IPS Executive Director regarding the status of the project.
- To be accountable for the use of funds received by preparing and submitting to IPS all interim and final Grant Evaluation Reports as required and by the date requested.
- To update the Visitatrix on a regular basis regarding information about the application process and the status of the project.
- To use the IPS project identification number in all communications.

### **The Responsibilities of IPS**

- To review the project submitted by the Visitatrix with her Council to assure that it satisfies the “*Criteria for Project Acceptance.*”
- To ask the Provincial Project Coordinator for clarification of some aspects of the project that would be helpful in determining acceptance or non-acceptance of the project.
- To inform the Provincial Project Coordinator if the project submitted is accepted and provide the IPS project identification number assigned to the project, or to inform her if a project is not accepted, giving the reasons for non-acceptance.
- To pursue financial assistance for a project from the most appropriate sources of funding, including foundations, corporations, individual donors, etc.
- To submit grant proposals and/or to assist the Province in submitting proposals to foundations in accord with foundation guidelines.
- To inform the Province, when possible, about funds awarded and how the funds will be distributed to the Province, whether directly from the foundation, through the office of the Superior General, etc.
- To ensure that Grant Evaluation Reports are received from the Province and filed with funding organizations as required.
- To send “use of funds” letters to all individual donors giving them a project photo and a summary of how their donation changed the lives of the people they helped.