

MSC MISSION OFFICE AUSTRALIA INCORPORATED
Project Application and Acquittal Procedures (08/05/2013)

Dear Applicant,

The MSC Mission Office presents for your attention, the Project Application and Acquittal procedures that are to be adhered to in respect to any application for a funding allocation from the Board of the MSC Mission Office.

The Mission Office offers to our benefactors, the opportunity to receive a Tax Deduction Receipt for specific projects that have been approved by the Australian Government and accordingly we are obligated to adhere to the regulations as set out by the Government. The three specific project categories are: **Clean Water, Disadvantaged Youth and HIV/Aids**. The Mission Office supports **Development and Relief programs**, within these project categories and the specific details are as follows:

Clean Water

- Provision of water tanks, irrigation systems, pumps, bores and wells in village communities, schools, health centres, parishes, where the community either has no supply of clean water, or where the existing water supply is contaminated, and not suitable for human consumption. Communities are encouraged to supply materials and labour.
- Relief measures to support communities in natural disasters



Disadvantaged Youth

- Assist in the development of training programs and facilities in poor regions where local communities have no government funding.
- Support locally conducted educational programs for homeless, poor and unemployed youth to teach them agricultural and other technical skills. e.g. building / carpentry, motor mechanics, administration



HIV/Aids

- Support community based awareness programs to enhance local knowledge of the causes and treatment of the HIV/Aids virus (also other diseases e.g. leprosy, malaria)
- Provision of funds for locally run health and rehabilitation centres caring for HIV/Aids sufferers



The Mission Office has funding available for the abovementioned project categories and we also support the **Formation** costs associated with the training of our Priests, Brothers and Sisters, within the Chevalier family. It is also important to note, that we will from time to time inspect projects, to ensure that they have been completed in accordance with the original application.

We encourage you to involve the community in your project, to ensure that they and the Mission Office, are working as **Partners** and that they are involved where possible to ensure that it is completed as planned.

We look forward to working with you, and welcome your application.

Fraternally

Fr Adrian.F.Meaney msc
Director

Project Application Procedures

The approved application form is attached, it is a relatively simple document to complete and we have made notations in the various sections to assist you. It is your responsibility to provide the detailed information as requested. However the key components that we wish to highlight are as follows:

- ***Project Description:*** *What you are actually going to do – e.g. dig three water wells and provide hand pumps. You may attach a more detailed description if needed.*
- ***Project Beneficiaries:*** *Who and how many people will directly benefit*
- ***Project Costs:*** *The total cost and how much you are asking for. Please also attached written quotations to support your request.*
- ***Policies: Commitment to follow all policies of the MSC Mission Office (see <http://australia.mscmission.org/request-process/policies>)***
- ***Other Funding:*** *List anyone else who is providing money*
- ***Bank:*** *Full banking details including the **Street Address of the Account Holder***

The process of evaluation is as follows:

- *The application form with any additional reports and quotations (**prices**) is to be sent to the Local Mission Office where we have a Local Director.*
- *The local office will review applications.*
- *The project will be presented to the Board of the Mission Office in Sydney; the Board meets regularly throughout the year.*
- *The applicant must comply with the acquittal procedures as outlined.*

Project Acquittal Procedures

When a project is completed as originally presented and approved, the applicant must complete the acquittal form and submit it to the Mission Office. The acquittal form as attached is to be completed. It may be necessary to attach a more detailed report.

- *We require official supplier receipts for all items purchased, as shown on the original quotations presented.*
- *Photographs are to be attached for clean water projects and any other projects where applicable e.g. (group activities). In clean water projects if more than one tank is installed then all tanks are to be photographed.*
- *A project that is to be completed in varying stages, the applicant is required to complete a regular progress report with receipts and photographs up to completion.*
- *If the funding has not been spent in accordance with the application, then the Mission Office has the right to reclaim the allocated funding*

