

INFORMATION FOR SUBSIDY REQUESTS

P.S. FOR THE PROPAGATION OF THE FAITH

N.B. Each of the Pontifical Societies has its determined competence. For more efficient service, present your requests directly to the Society responsible. Below, is an outline of the areas of competence of each Society and the name of the Secretary General to whom you should address your request. All requests must be signed by the local Ordinary (signatures of Vicar General, Chancellor, etc. are not accepted). Requests may also be directed to the President of the P.M.S.

Secretary General: Fr. Ryszard Szmydki, O.M.I.

1.1. Ordinary Subsidy:

sent each year to Diocesan Bishops for ordinary diocesan expenses (no request necessary).

1.2. Catechists:

training and financial assistance; training of Catechist Directors; the complete file of documents must be in the Rome office before 15th December each year.

1.3. Pastoral Projects:

excluding those dealing with ordinary subsidy requests for the formation of Seminarians; novices in their first year of novitiate; extraordinary subsidy requests for the maintenance, construction and repair of seminaries (S.P.A.) or projects in favor of children under 14 (H.C.A.)

1.4. Construction:

churches, chapels and attendant structures, novitiates, scholasticates, major seminaries for Religious. Our subsidy provides only partial financing. Before making a request, prepare budget and plans and local fund-raising. Complete forms carefully as directed. In all building projects costing over 30,000 \$ certified architectural designs and estimates must be sent. Please also note the indications of 2.5 here below.

1.5. Vehicles:

kindly send your request for means of transport to MIVA, who have offices in several European countries and whose principal ministry is to assist with this kind of need. By way of exception Propagation of the Faith provides some assistance in case of urgency.

N.B. 1° Forms are enclosed for subsidy requests (**maximum of five**). Keep in mind that there maybe more urgent and deserving projects elsewhere that need attention and so we expect you not to overload too many requests when not needed. Projects will be financed on the basis of the availability of funds. Original forms sent by us may be photocopied for use but projects sent to us should always be originals.

2° A special form is used for assistance to Catechists. It is important for church statistics, etc. that we have factual data. Catechist grants are made in May only.

3° All monies **MUST** be used for purpose stated.

4° Please distribute monies as soon as received to avoid much unnecessary correspondence and/or accusations.

5° Because mails are often very slow, it is important to send requests well within the time slot indicated below in 2.2.

6° All requests must be signed by the local Ordinary.

7° All requests should be sent with the regular approval of the Apostolic Nuncio.

8° Please indicate the amount the diocese contributed to the Mission Sunday fund sent to the National Director in the appropriate bracket in all application forms. Any special initiatives organized by the Diocese for the enhancement of these collections and missionary cooperation should also be written (in the appropriate place indicated).

* * * * *

2. GENERAL REMARKS

2.1. Allocation of 'Ordinary' and 'Extraordinary' Subsidies.

Subsidies are granted by the Annual General Assembly held in May, at which all the members of the Superior Council are present (President, General Secretaries, and National Directors).

The restricted meeting in November (for the distribution of funds received later) is reserved for consideration of emergency requests and for those requests sent for the May meeting and for which more clarifications have been sought by us. Please note that

- (a) projects accepted will not be acknowledged hereafter. However, a list of projects accepted for consideration will be sent to your National Director, who could be contacted if needed.
- (b) Projects that need clarifications or further information will be held in abeyance, letters seeking such information, will be sent to you and if such information reaches us before 1st September of each year, they will be considered for funding in the November meeting of the Superior Council. If the required information does not reach us before that date such projects will be rejected and you will be informed to that effect. No projects will be held in abeyance till the following year.
- (c) All projects which are not of a pastoral or missionary character or are considered too unwieldy, beyond financial realism or outside the-priorities set by the Societies, will be rejected and applicants informed accordingly.

2.2. Deadlines for acceptance of requests or information:

To allow time for study of requests and to formulate proposals, a special time slot for receiving projects in our offices has been fixed for **15th September to 15th December** each year for projects to be considered by the Superior Council, the following year.

2.3. Nunciature

Requests for subsidies normally should be forwarded through the office of the Apostolic Nuncio/Delegate. In order to respect the deadline, they should be received by the Nunciature/Delegation no later than December 1 each year. The best option would be to send projects as early as possible in the three month period above indicated.

2.4. Number of requests:

Given the increasing number of dioceses, it is necessary that each Bishop should limit his requests to the number stipulated by each Society above. It is important to understand that the P.M.S. never finance an entire project, and only assist within the limit of their annual financial possibility in addition to local and other contributions.

2.5. Relevant information to be included: (Please use the specific form provided by each Society)

- a) explain the need of the project,
- b) a detailed estimate (absolutely essential for projects over \$ 30,000),
- c) the financing plan and drawings, for those projects that cost more than \$ 30,000
- d) the local contribution – at least 15% of the cost should be locally found,
- e) if the cost of the project exceeds US \$ 70,000, a plan for co financing with other organizations is needed. If the cost is above US \$ 100,000, a financial plan for the realization of the project is needed for the different phases,
- f) information on the subsidies already granted in the past for the same project by our Pontifical Societies, and an account on how the money was used,
- g) the exact amount you are asking from our Societies.

If the requests are made by persons other than yourself, kindly check that all the relevant information indicated above is included before giving your approval.

2.6. Addressing your request

N.B.: To be considered, requests **must** be addressed directly to the Secretaries General of the P.M.S. (these could also be directed to the President of the P.M.S.). Those addressed to other persons, organizations, or to National Directors and sent to our Offices will be disregarded. National Offices do not grant subsidies. Cfr. 2.13.

2.7. Bishop's Approval

The approval of the local Bishop which must accompany the request **should** be addressed explicitly to the Secretaries General or to the President of the P.M.S. A general type of recommendation, such as: "To whom it may concern" does **not** suffice. Photocopies of such letters are **not** acceptable. **All** requests must be signed by the local Bishop (signatures of Vicar General, Chancellor etc. are **not** accepted).

2.8. Use of subsidies:

It is self-evident that the subsidies granted, whether they are for payment of Catechists or for other projects, **must be used only for the purpose stated**. When you transfer a subsidy to a beneficiary, kindly indicate the specific Pontifical Mission Society from which it comes. Please ask the recipient to pray for the generous benefactors, and to send a letter of acknowledgment (**required**) to the General Secretariat which provided the subsidy.

- 2.9. When subsidies are sent through the National Offices of European or American countries, it is important to send those Offices an acknowledgment of receipt with some information about the utilization of the money in the local situation, so as to facilitate missionary animation among their people and help them in their efforts to continue to collect funds. All funds are from the **General Universal Fund**.

N.B. When a further subsidy is required for the same project, it is necessary to send detailed information on how previous money received has been used. The same project cannot be presented within the same year.

2.10. World Mission Day Collection:

We ask you to please encourage this local contribution to the World Mission Solidarity Fund. The collection is to be taken up in all parishes and churches of the entire world. This once-a-year effort in favor of the Church's mission "ad Gentes" should be the sole collection that day. The total of the amount collected is to be placed at the disposal of the Universal Fund of the Pontifical Society for the Propagation of the Faith. Kindly forward, as early as possible after October, to the National Director, the total amount collected so that he can draw up a financial report for your country, and dispose of total funds as directed by the Superior Council. Do not send this collection to other Vatican offices or elsewhere. No part of this collection can be retained in the Diocese or used for other purposes without prior written authorization. The Statutes of the Societies demand this of the National Director.

2.11. National Director:

Your National Director requires your support. He should be assisted in his work by a **Diocesan** Director for the Pontifical Missionary Societies (Canon 791:2). The National Director is not only the delegate from his country to the General Assembly, but is also responsible for the interests of the Universal Church. In a spirit of cooperation, a copy of the requests you are presenting for your Diocese should be sent to him. This facilitates discussion of projects in the General Assembly. In cases where there is no Diocesan Director for P.M.S., kindly take steps to appoint a suitable priest for that task, after discussion with the National Director.

2.12. Parishes:

N.B.: Remind your priests that they are expected to celebrate annually a Holy Mass for the intentions of benefactors. Also encourage the faithful to pray for the same intentions. If there are special initiatives organized in this sense please let us know.

2.13. Only the members of the Superior Council, meeting in General Assembly or restricted assembly, are qualified to allocate subsidies for the Pontifical Mission Societies. The National Offices of the various countries do not have that right; consequently, do not send requests or ask for funds from any National Office. Emergency or urgent requests, by exception, can be considered by the Executive Committee of the Pontifical Mission Societies.

2.14. Dedication:

Should a corner-stone or dedication plaque be used to indicate a benefactor please use the term: **Society for the Propagation of the Faith** (or other Society as the case may be). This will assist the Society's work in your country and give credit where it is due.