

Mission Statement, Allocation Guidelines and Procedures

Of the

Global Outreach Committee

Of

St John XXIII Parish

Geneva, Switzerland

As adopted by the Committee

May 20, 2019

Contents

The Global Outreach Committee has adopted the following documents. In these documents, the Global Outreach Committee may be referenced as the “GO Committee”.

Mission Statement, Membership	1 page
Funding and Allocation Guidelines.....	1 page
Procedures.....	2 pages

Mission Statement
of the
Global Outreach Committee of St John XXIII Parish

We are a committee of parishioners tasked by our Parish Priest to administer a charity fund for the purpose of financially assisting committee approved projects across a broad geographical range of countries reflective of the current Parish demography.

Through the generosity of the parishioners, the GO Committee will provide financial support for small-scale, primarily education-based projects in developing and less economically developed countries on a one-time, medium or long-term basis as determined by the Committee.

Membership
of the
Global Outreach Committee

As a committee of the St John XXIII Parish, the GO Committee is comprised of a Chairperson (appointed by the Pastor) and interested volunteers from the Parish approved by the Pastor.

Members of the Committee (as of May 13, 2019):

Fr Paul Friel, Frank Kofi, Jacquie Julen, Joselito Benitez, Oscar Fornoza, Oscar Mbeche, Patti McAnulty, Patricia Matthews and Vicky Brohier.

Membership is capped at 3-years but can be renewed with a vote of majority of the GO Committee members and approved by the Parish Priest.

**Funding
for the
Global Outreach Committee**

The Committee will be funded by the following means:

1. Direct donations from the parishioners (see Funds section for the breakdown of the different funds)
2. Proceeds from the once-a-calendar month collection plate collections as announced by the Parish Priest prior to each Mass.
3. Unspent amounts from funds collected from previous years.
*Note: The Parish can decide to do one-off collections for special events (for example, disaster relief) as announced by the Parish Priest prior to each Mass. These one-off collections funds are not in-scope for the GO Committee.

ALLOCATION GUIDELINES

The Committee follows the guidelines below in allocating funds for financial assistance::

1. To assist small-scale projects across a broad geographical range of developing countries;
2. To prioritize projects that support long-term development goals which is why we are prioritizing EDUCATION, rather than those addressing short-term needs. Requests for support for building projects, while not ruled out, are generally not given priority;
3. To prioritize projects for which a member of the Parish can personally vouch for, may or may not be personally supporting financially and for which the parishioner concerned is prepared to see that the funds are properly received and used for the purpose for which they have been approved. (see additional requirements in the Procedures section)
4. To prioritize projects that can be funded directly to the beneficiaries or distributed by a local Catholic Church rather than through Aid Agencies or other organizations whose administrative costs may absorb a large portion of the funds allocated;

Procedures
of the
Global Outreach Committee
Of
St John XXIII Parish

A. Grant Requests

1. **Grant Application (GA) Forms.** GA forms are available from members of the GO Committee or from the Parish Office. Individuals or groups requesting funding for a project must complete a Grant Application form and submit it to a member of the GO Committee or insert it into the GO Committee pigeonhole at the Parish Office. A GO Committee member receiving the GA checks the form for completeness, places it in the GO Committee pigeonhole and notifies the rest of the committee via email. In all cases, the requester must be ready to make a presentation to the Committee about the project, funding required, etc...
2. Members of the GO Committee, once notified, reviews the GA prior to the next scheduled GO Committee meeting.
3. **Presentations.** The Chairperson or a member of the GO Committee informs the person submitting the GA or the representative of the project referenced in a GA to make a presentation to the Committee about the project.
4. **Decisions on Grant Applications.** The GO Committee will assess the project to decide whether to support and the amount to support, during its quarterly meetings based on properly completed GA forms and presentations, in accordance with its Mission Statement and Allocation Guidelines.
5. Approved GA forms are signed by the Pastor and the Chairperson. The decisions of the GO Committee are communicated in a timely manner to the persons requesting funding.
6. Upon receipt of funds, the requester sends an interim report to the GO Committee indicating receipt of the funds and the uses to which the funds have been assigned at least every six months.
7. **Ongoing Projects.** The GO Committee reviews the continued funding of projects of an ongoing nature annually and communicates its decisions to continue funding, or not, to the representative of the project in a timely manner. The review will be based on the availability of funds, a specific presentation or detailed written report to the GO Committee (rather than a generic newsletter or update), including details in relation to fees, individuals involved, expenditures, and progress, annually.
8. In all cases, whether One-Time or Ongoing projects, the GO Committee should not need to remind the GA requester for the receipt of funds report, updates, etc.... Failure to provide reports and updates may result in the rejection of future requests from the GA requester.

B. Meetings

1. Meetings are conducted quarterly.
2. When, in the judgement of the Chairperson, the need arises, he/she may call a special meeting of the GO Committee to review a presentation and/or take a decision on a Grant Application (GA).
3. The Chairperson assembles Grant Applications on a quarterly basis and, not later than one week before the GO Committee's quarterly meeting, places all new and pending GA's in the Committee "pigeonhole" (refers to the hard-copy mailbox pigeonhole in the Parish Office)

or, sends the GA's via an email to the members of the GO Committee for review prior to the meeting.

C. Records and Reports

1. Decisions of the Committee are captured in the meeting minutes.
2. Minutes are taken at all quarterly and special meetings of the GO Committee and maintained in the GO Committee's files.
4. The GO Committee maintains files containing Grant Applications received by the GO Committee and the records concerning the disposition of the applications as well as reports received from requesters and/or recipients of funds.
5. The GO Committee makes an annual written report to the Parish about its work.
6. The GO Committee provides periodic information updates/progress reports through the Parish website, notices in the Parish bulletin or via presentations at the end of the first Sunday Masses of the month.

*Note: The GO Committee will investigate options to digitize approvals of GAs submitted electronically (maybe sent via email or via the Parish website).

D. Transfers of funds

1. Approved Grant Applications will have, at minimum, the signatures of the Parish Priest and the Chairperson of the GO Committee.
2. All transfers to be done only via bank transfer with beneficiary information matching the information included in the funding request
3. The hardcopies of the Approved-Signed Grant Application and bank transfer are to be filed in the designated Parish records and, a digitized version to be included in the historical files kept by the GO Committee chairperson.
4. At the committee's discretion and captured in the files of the Grant Application, in case there is no bank, the funds are transferred via the local diocese who will, in turn, disburse the funds directly to the beneficiary. This method of transferring funds in no way removes the responsibilities of Grant Application requester in terms of providing a follow-up report to the GO Committee indicating the uses to which the funds have been assigned.
5. Funds will be transferred in CHF. All Service Charges and Currency Conversion Charges at the receiving bank will be at the account of the Grant Application Requester.