**NORMS FOR THE SUBMISSION OF REQUESTS**

**TO THE ASSOCIATION OF OUR LADY OF APARECIDA**

January, 2017

These norms for the submission of requests to the Association of Our Lady of Aparecida (ANSA) are intended to guide the requesting institution in relation to the requirements established for that purpose.

ANSA does not have a specific budget to help social projects. The funds for those activities are raised through donations given to ANSA by generous people who believe in this type of work. Therefore, within its budget, ANSA will only be able to consider small projects for a maximum of US$3.000. On the other hand, we would like to encourage those institutions most in need which do not have any general support or are hidden and forgotten in some poor area of our country, to contact us.

The policy adopted for project approval is based mainly on social development and promotion, whether the project is related to individual training or to the improvement of an entire community. However, we would like to emphasize that (adult and child) **literacy** is the activity with the highest priority and the most important for a request approval.

A donation to ANSA (i.e., items, equipment, construction materials, etc.), in addition to fulfilling an educational objective, gives ANSA a sense of continuity and it should be intended to serve a consecutive number of students and other people who wish to use the items to be acquired.

Specifically, ANSA will welcome projects targeting two types of population groups in need:

a) **children and adolescents**, projects for schools, day care centers, orphanages and worshops;

b) **women´s grups,** projects that work with leagues, associations, clubs, institutions, and vocational training centers.

**ABOUT THE PROJECTS**

1. **PROJECTS CENTERED ON CHILDREN AND ADOLESCENTS:**

Priority will be given to projects centered on:

1) The purchase of equipment for vocational training and income generation of the requesting group. For example, purchase of mechanical, agricultural, and carpentry tools, school furniture in general, and musical instruments, among others, but **not computers**.

# 2) Improvement of the structural conditions of a school, such as the roof, construction of bathrooms and letrines, purchase of water tanks, filters, and water pumps, installation of electrical connections, floor covering, kitchen improvements. etc.

3) Durable materials for schools, such as tables, benches, blackboards, and equipment to help in the daily operation of the schools, such as refrigerators, stoves and water fountains.

 **B. PROJECTS CENTERED ON WOMEN´S GROUPS:**

Priority will be given to projects centered on:

1) The purchase of equipment for professional training and income generation of the requesting group. For example, sewing machines, bakery equipment, furniture for beauty parlors, etc.

2) The improvement of health conditions at the teaching facilities, for instance, installation of water tanks, filters, and water pumps, roof, bathrooms, floor covering, etc.

3) The purchase of equipment and appliances to facilitate the group’s performance, such as refrigerators, tables, chairs, kitchen equipment, and schools materials for permanent literacy classes.

**It must be emphasized that the above-listed examples are included here only as a reference. Obviously, each institution will request what is most needed and may ask for an appointment for a consultation about their request by sending an e-mail to Mrs. Neusa Maria Medeiros,** neusam@gmail.com.

**ANSA *will not finance*  any requests for the purchase of food, clothing and shoes of any kind (uniforms for a team or a band, linen, tablecloths, coverings, materials for sewing classes, etc.), drugs or computers. It will not finance payment of rent, scholarships, labor, teacher’s salaries, trips or shipping costs.**

**PROJECT DOCUMENTATION:**

1. Assistance request form (Annex A).
2. Commitment agreement (Annex B).
3. Images release form (Annex C).
4. Copy of the institution’s legal registration, and certification of establishment, operation, and suitability.
5. Detailed estimate of the material to be purchased and, ideally, of the shop where it will be purchased. Do not include labor or shipping cost because ANSA will be unable to pay for them, but do include information on the way of installation.
6. Pictures of the institution, in general, and of the place that will be built, renewed or used for the project implementation.

**AFTER PROJECT APPROVAL**

The beneficiary will receive an e-mail from ANSA with information about the project approval and details for the transfer of funds.

**BENEFICIARY’S OBLIGATIONS**

After receiving the donation, the beneficiary must submit the following documents within the next 4 MONTHS:

1. ***Purchase invoices and/or receipts***. ANSA ***will require accountability***  from the beneficiary regarding what was previously agreed to, within the deadline indicated in the norms. Therefore, the beneficiary ***will not be able to submit receipts for the purchase of material different*** from the one previously authorized. ANSA asks for strict adherence to this provision so that the institution may fulfull its obligations speedily and satisfactorily.
2. **Pictures**. Digital pictures of the items bought or built with the donation received should be submitted. These pictures are vitally important to ANSA because they are proof of the way in which the donations received are used.
3. **Letter**. A letter should be sent with a description of the way in which the benefit received from ANSA contributed to the improvement of the institution and the conditions of the participants in the institution’s activities.

**IMPORTANT CONSIDERATIONS AND REQUIREMENTS**

1. ANSA wishes to learn what the requesting institution offers in return for receiving assistance because, among other factors, this is an important point of reference during the request analysis. Example, when ANSA helps in the expansion of classrooms, we want to know how many students there are and how often they will use the classrooms requested; and if it is a sewing shop, we want to know how many women will be trained there in a month or a year.
2. Once the project is discussed, defined and approved by ANSA, it cannot be changed by the requesting institution, ***except*** upon receipt of ANSA´s written authorization. In that case, a well justified request of future changes should be sent to ANSA.
3. Pictures should be sent in digital format.
4. A description of the project and the requested documentation should be sent to ANSA´s President, Ms. Neusa Medeiros, to the follwing e-mail: neusam@gmail.com.
5. If it is not all possible to send digital pictures, the institution is kindly requested to send the required documents to the following address:

Association of Our Lady of Aparecida (ANSA)

Mrs. Neusa Medeiros

3586 University Drive

Fairfax, VA 22038, USA

Annex A

**ASSISTANCE REQUEST FORM**

Association of Our Lady of Aparecida (ANSA)

Mrs. Neusa Medeiros

3586 University Drive

Fairfax, VA 22038, USA

E-mail: neusam@gmail.com

Website: <http://www.ansabrasil.org>

**Information about the institution**

1. Institution´s complete name

2. Address, city, state, zip code

3. E-mail and website

4. Telephone/fax (including area code)

5. Complete name, email and title of the responsible person(s) at the institution

6. Complete name, email and title of the person responsible for the documentation related to the request.

7. Description of the institution, including year of establishment, objective, area of the state or municipality covered by the institution´s work, age groups, and number of people receiving assistance per year. Description of how this requested assistance would improve community life.

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Signature of the responsible person:

Complete name and title:

Place and date:

Annex B

**COMMITMENT AGREEMENT**

The ------------------------------------------------------------------------------------------------------

 (name of requesting institution)

Through Mr./Mrs. ------------------------------------------------------------------ (title), the responsible party, in case the above-listed request is approved by the Association of Our Lady of Aparecida, promises to send within a period of four (4) months, at the latest, after the receipt of funds, every accounting report stipulated in the norms for the submission of requests, as follows: a letter with a description of how the benefit received from ANSA contributed to improve that institution, receipts of purchases and pictures of items bought and activities performed. All this documentation should be sent to the President of the Association of Our Lady of Aparecida to the following email address: neusam@gmail.com.

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Signature of the person responsible

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Place and date

Annex C

**IMAGES RELEASE FORM**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the legal representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a mailing address of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “Releasor”) grant permission and consent to Association Our Lady of Aparecida, Inc. (ANSA) (the “Releasee”) for the use of the photograph(s) and videos, as identified below, for presentation under any legal condition, including but not limited to: publicity, copyright purposes, illustration, advertising, and social media and web content such as ANSA Website, Facebook, Instagram.

Describe Photo(s) and video(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I understand that there shall be no payment for this release. I understand that no royalty, fee, or other compensation shall become payable to the institution by reason of such use. I understand that I may revoke this authorization at any time by notifying the Releasee in writing. The revocation will not affect any actions taken before the receipt of this written notification.

**Releasee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_