

Developmental &

Non Developmental Policy

**THE DAUGHTERS OF OUR LADY OF THE SACRED HEART OVERSEAS AID
INCORPORATED**

The Daughters of Our Lady of the Sacred Heart

Overseas Aid Fund

Introduction

The Daughters of Our Lady of the Sacred Heart Overseas Aid Fund was granted a Certificate of Incorporation on the 29th March, 1989 under the Associates Incorporation Act, 1984.

The objectives of the Association are to provide for the relief of people in countries which are for the time being, certified by the Minister for Foreign Affairs and including relief of people in South Africa, South Sudan, PNG, Fiji, the Philippines and Kiribati.

The DOLSH Aid Inc. was established by the Daughters of Our Lady of the Sacred Heart. The Daughters of Our Lady of the Sacred Heart is an international Congregation. The Congregation was founded in France in 1874 by Jules Chevalier. The sisters work in over 27 different countries in the world in the fields of community health, education of women and children, social work, aged care, other areas of social service such as alcohol and drug rehabilitation. All the projects funded by the DOLSH Overseas Aid Fund. are at the service of developing countries and their peoples.

Vision Statement

The Daughters of Our Lady of the Sacred Heart Overseas Aid Fund recognizes the dignity and value of every human person, regardless of creed, culture or ethnicity. We are committed to respect the rights of all persons, especially women, children, youth and those whose rights and dignity are devalued or at risk.

Developmental Activities

The Daughters of Our Lady of the Sacred Heart Overseas Aid Fund undertakes developmental activities in order to reduce poverty and address global justice issues. These activities include:

1. community projects
2. emergency management
3. community education
4. provision of technical and professional services and resources
5. promotion and protection of human rights.

Non-Developmental Activities

The Daughters of Our Lady of the Sacred Heart Overseas Aid Fund are not involved in:

1. Activities designed to direct people out of one political persuasion to another, or supporting a particular party, candidate, or organization affiliated to a political party.
2. Activities that seek to build up infrastructure, training and/or organizational activities that are related to political structures, unless those structures are specifically designed to provide development and/or relief assistance.
3. Activities that support individuals or groups in undertaking any of the abovementioned activities.
4. Activities that intend to convert individuals or groups from one faith and/or one denominational affiliation to another.

All partners of DOLSH Overseas Aid Fund are expected to ensure that projects/activities are implemented in a non-discriminatory manner such that projects/activities supported by DOLSH Overseas Aid Fund will not favour and/or benefit people with specific religious or political beliefs and affiliation with particular religious or political groups.

The DOLSH Overseas Aid Fund is committed to:

- the education of persons in necessitous circumstances
- providing crisis accommodation for persons in necessitous circumstances
- establishing and/or constructing schools and/or teaching institutions for the purposes of education persons in necessitous circumstances
- assisting and funding relief and developmental work

(cf. Constitutions of DOLSH Overseas Aid Inc. p. 17)

Fundraising and Communication

Fundraising: The majority of the funds that come in to DOLSH Overseas Aid are from donations, mostly from individuals, some from corporate organisations, groups and schools throughout Australia. Some money comes in from fundraising activities for a particular project eg water pumps in South Sudan.

Communication: Twice a year a Keeping in Touch newsletter is printed and sent to all the donors on the database. It is usually four pages and consists of updates of recent projects from different areas, a report from a particular area, and photographs, of which permission has been given to use.

Applications and Acquittals: There are two funding meetings held each year, the first weeks in March and September. In the weeks leading up to these meetings, all the areas that wish to have funding allocated to them must submit **application forms**. These contain:

- Name of project, date and applicant's name.
- An outline of the desired outcomes of the proposed project.
- An explanation of how local people were involved in identifying the need for the project.
- An estimate of the cost
- The amount requested
- Signature of the Project Manager.

In no longer than twelve months, an **acquittal** of the project must be submitted. It contains:

- Name of project, date and name of applicant.
- A description of the project
- An outline of how the outcomes have been achieved.
- Details of expenditure and expectation that receipts can be produced on request.
- An evaluation of the success of the project, describing any problems, lessons learnt, how it has changed the lives of local people and its sustainability.

The DOLSH Overseas Aid finance committee (President, Vice-President, Secretary and Executive Officer) decide which applications to approve, based on their adherence to the developmental goals of ACFID and the amount of money available to allocate.

At these meetings, the acquittals are also examined to determine they fulfill the criteria outlined above.

Reporting

Funding is separated into two periods per year. At the end of February and the end of August, the monies available for distribution to the developmental areas are allocated. This is done by a process of application. See Appendix One.

The Financial Committee of the OLSH Overseas Aid Fund meets in early March and early September to allocate the funds. Some donors specify the region to which they want their money to go, and this is taken into consideration when making allocation decisions. The applications must be of a developmental nature in order to adhere to the Code of Conduct.

Twelve months after the project has been funded, an acquittal report is forwarded to the DOLSH Overseas Aid office, with financial statements, photographs and an assessment of the success of the project. See Appendix Two for the Acquittal Form.

The Sisters and their partners who work and administer the funding projects of DOLSH Overseas Aid Fund are committed to fostering the dignity, self-esteem and integrity of every person with whom they interact. They are committed to fostering relationships which are

based on integrity, equality, collaboration, accountability, fairness, and justice. They support the values of compassion, kindness, gentleness and honesty in these relationships. This is their approach to aid and development.

DOLSH Overseas Aid Fund and all partners of DOLSH Overseas Aid Fund will seek to ensure that all projects and activities supported by DOLSH Overseas Aid Inc. are implemented in a non-discriminatory manner:

Projects and activities supported by DOLSH Overseas Aid Fund will neither favour nor discriminate against people with specific political and religious beliefs or affiliation with particular political and religious groups.

Funds dispersed by DOLSH Overseas Aid Fund adhere to the objectives of the Association outlined in the Constitution and summarized above.

Appendix One

DOLSH OVERSEAS AID APPLICATION FOR FUNDING

DATE OF APPLICATION:

NAME OF PROJECT:

APPLICANT'S NAME & ADDRESS:

WHO WILL BENEFIT FROM PROJECT?

BRIEF DESCRIPTION OF PROJECT:

DESCRIPTION OF HOW LOCAL PEOPLE WERE INVOLVED IN IDENTIFYING THIS NEED?

ESTIMATED COST:

- **AUD:**
- **Local Currency:**

AMOUNT REQUESTED:

SIGNED:

Appendix Two

DOLSH OVERSEAS AID PROJECT ACQUITTAL FORM

NAME OF PROJECT:

DATE PROJECT APPROVED:

APPLICANT'S NAME:

PROJECT MANAGER'S NAME:

DESCRIPTION OF PROJECT:

PROJECT OUTCOMES:

Describe what has been achieved.

STATE OF PROJECT:

FINISHED

PARTIALLY COMPLETED

Indicate expected completion date:

FINANCIAL STATEMENT:

Funding Received (AUD):

Funding Received (local Currency):

Itemised Expenses:

PLEASE NOTE: Receipts and Photographs pertaining to the project are attached.

Declaration: The above information is a true and correct statement relating to the implementation and completion of the project funded by OLSH Overseas Aid Incorporated.

Signed: _____

Print Name: _____

Position/Title: _____

Date: _____

Evaluation and Monitoring Feedback

1. Which project outcomes have been achieved?
2. Were any project outcomes not achieved? Why not?
3. What, if any, were some of the challenges?
4. How has this project helped those with whom you are working?
5. How sustainable is this project? Will the impact of this work cease when we leave?
6. Any other comments?