**Solidarity Fund – Eligibility criteria and application process**

**Eligibility Criteria**

**Please take the time to review the following eligibility criteria:**

* The main implementing organization of the project is a member of the Vincentian Family.
	+ The recipient organisation can evidence that they are able to comply with reporting requirements (both narrative and financial).
	+ The recipient organisation can provide a detailed budget on project costs.
* Project beneficiaries are street homeless people or those at risk of homelessness, slum dwellers, refugees or internally displaced people.
* The project location is in one of the poorer countries of the world (i.e. those ranking lowest on the Human Development Index).
* The project has a commitment to collaboration with other members of the Vincentian Family and/or other organizations that share/support Vincentian values either in-country and/or globally.
* The application highlights the financial contribution of the implementing organization/s and the local community. Please note: In general, the maximum grant that can be requested of the Solidarity Fund are 50% of the total project costs.

**If you fulfil these, you are eligible to apply.**

*NB: At this stage we can only consider one project per country at a time (as agreed as a priority by the Vincentian Family in the respective country) for financial support from the Solidarity Fund.*

**Application Process**

The following gives an overview of the application process.

1. *Application*
* Potential applicants are asked to complete the Solidarity Fund Application Form.
* The application form will be sent to fha.campaign@famvin.org
1. *Processing of applications*

All applications received undergo an assessment process. The focus of the 13 Houses Campaign is to find local solutions to currently unaddressed issues and to seek local, national and global collaboration to make these a reality. As such, applications will be assessed with this in mind. The assessment process involves information exchanges with the FHA team to clarify the necessary details for FHA to present your project to potential donors. Further assessment criteria can be found on the Solidarity Fund Application Form.

* Based on the assessment of the project, follow-up actions will be carried out, e.g. feedback to implementing organisation (e.g. questions, issues to be resolved, risks to examine).
* Once the questions are resolved and the project has been completed, it is approved and FHA can start fundraising for it.
1. *Funding*
* Project leader will receive notification from FHA of project approval, along with a reporting agreement (between FHA and main implementing organisation) as well as the reporting template.
* Upon receipt of the filled out and signed reporting agreement, FHA will release the funds when available in the Solidarity Fund.
* FHA will inform recipient organisation that the request for transfer has been submitted and that the recipient organisation is required to confirm receipt of funds.
1. *Reporting*
* Any organisation receiving financial support through the Solidarity Fund is required to sign a reporting agreement that describes narrative and financial reporting.
* Interim and annual narrative and financial reports are required, i.e. a minimum of two reports per year are requested. *Note:* This is a guideline. The final reporting schedule will be individualised to account for the specific project environment.