

Specific Requirements

1. Mass Intentions

In fulfilling our mandate to promote pastoral and religious projects of the Church in need, we also place our administrative resources at the disposal of benefactors who wish to make Mass Offerings. Mass Offerings are a key measure in safeguarding not only the sacramental life of the Church and the proclamation of the Gospel, but also the very livelihood of priests – the bearers and executors of many of our pastoral projects.

To keep Mass administration clear and manageable, we review only diocesan applications submitted by bishops on behalf of (diocesan) priests working in their dioceses or by religious superiors on behalf of the priests under their direct jurisdiction. In some Eastern European countries, we only consider the bishops' applications for all priests working in their dioceses. We do NOT open Mass Intention projects for individual priests. Individual priests should NOT write to us, but rather approach their bishops.

Bishops or religious superiors should lodge applications for Mass Intentions ONCE a year. The stipends that we forward in a bundle are given for the period of a full year. The recipient bishop or religious superior agrees to have all the Masses celebrated ad intentionem dantis within a period of one year in accordance with CIC 953.

Check List for bishops or religious superiors as to information that needs to be provided in an application for Mass Intentions:

Justify why your priests need Mass Stipends and how many. (Please note that our Mass stipends should not replace those of the local faithful or reduce efforts to encourage the local faithful to support their own clergy through this ancient practice of the Church. We will give what we can - depending on availability and worldwide need.)

Specify the number of priests in need of Mass Stipends (or even better: attach a list of their names).

Bank details. (You may use our basic application form for this purpose).

2. Scholarships

Rationale

Promote the growth of the Church in situations of persecution, extreme poverty, primary or re-evangelization by raising the qualifications of those entrusted with the task of educating future workers in Lord's vineyard.

Priority recipients

Prospective key personnel and teaching staff: such as seminary professors, novice mistresses and masters, canon lawyers, etc.

Studies considered

Higher university studies (masters and doctoral studies)

Do NOT apply for a scholarship if:

You do not have the backing of your local bishop

You are a seminarian (your basic studies should be completed first)

You want to study something not strictly linked to the Church (non-theological)

You have already left your home country

You are over 40 years of age

You wish to do a language course

You have already received a scholarship for the same studies from another source

You are incardinated in a diocese of the European Union or North America
Your place of work after studying is to be in the European Union or North America

Information for the local bishop/religious superior:

We do not cover studies abroad when these are available in your country or continent
We do not cover full costs of studies. A local contribution is also needed
Travel costs to country of studies will not be covered by Aid to the Church in Need (ACN)
Language courses will not be covered by ACN
We consider at most only one application per Diocese or Religious Province per year for studies in countries of the European Union or Canada

Rules for applying

The application must be addressed directly to:
Aid to the Church in Need – International
Postfach 1209,
D - 61452 Königstein im Taunus (Germany)

The Bishop or religious Superior must lodge the formal request for a scholarship on behalf of the student.
The dead line for applications for studies in the European Union or Canada is February 28. Applications received after that date will NOT be considered.

PRESENTATION OF THE APPLICATION (by Bishop or Religious Superior)

Argumentation why the diocese or religious congregation needs the qualifications being sought
Description of the task the candidate will assume after completing his/her studies

CHECKLIST OF DOCUMENTS TO BE ATTACHED TO THE APPLICATION:

Detailed curriculum vitae including the age, date of the priestly Ordination or Final Profession (for religious) and list of pastoral activities carried out by the applicant
Photocopy of the BA in Theology (for priests) or other Certificates/Diplomas which allow admission to the Pontifical Universities or other university of choice
Certificate of pre-registration
Photocopy of the Passport
Completed Scholarship Application Form (only for studies in the European Union and Canada)
Information about other organisations that you have applied to for a scholarship

Further Information required from applicants from religious congregations:

Address of the Mother House
History of the Congregation with its Abbreviation
Number of Provinces or Communities and their places
Number of perpetual professed members
Number of temporary professed members
Number of novices
Charism and main mission of the Congregation
Current priorities of the Congregation

Downloadable Forms:
Scholarship Application Form

Construction Projects

Construction projects tend to be among the most technical and complex in nature. Here we offer a checklist of information needed. The list does not pretend to be exhaustive, nor is every point necessarily applicable

in every single case.

Check List for a construction project

- Assurance that the Church owns the land on which the church (or other church building) is to be built. (In Eastern Europe: a copy of deed of ownership.)
- Copy of building permit.
- Copy of construction plans (floor plan, elevation and cross section) showing exact size and style of the planned building. Do NOT send technical, structural or services engineer's drawings.
- Formal cost estimate of the construction in local currency (expanded to show not just the total cost but also the cost of main components, e.g. material and labour, foundations, walls, roofing etc.).*
- Financial plan showing sources of funding to cover the formal cost estimate. This includes local contribution, other local and foreign sources, expected contribution from ACN.*
- Specify all charities that have been solicited for funding and their response.
- The current state of the construction. If underway, please describe work done to date, send an up-to-date photo, and specify how much money has been invested thus far and how much is still needed.
- Letter of approval of local bishop.
- Basic application form.
- Your project application/argumentation.

* Nota bene: If the planned building will be constructed in phases, please define the phases exactly and draw up the cost estimate and financial plan in a way that corresponds to these phases. This is particularly important for projects extending over several years.

Vehicle Purchase Aid

Before writing, please check with your bishop (or superior) whether he would be prepared to endorse your request as a priority of the diocese (or religious congregation).

Guiding principles

Grants towards the purchase a vehicle or other means of transportation are not intended as a gift for the individual recipient, but rather for the parishes, the diocese or the religious congregation that will be served by the vehicle.

Wherever feasible, ACN prefers the purchase of local products in the expectation that it will be easier to find spare parts and repair costs will be less expensive. (By exception, in those African countries, where it is cheaper and more practical to import from overseas, we cooperate with procurement agencies. But the applicant must (be able to) cover the import/customs duties and other local costs.)

ACN treats vehicle purchase grants as a way of supporting the pastoral work of the Church. This means the vehicle must be adequate to the task (local weather and road conditions!). At the same time, the desired model and make of the vehicle should show understanding for the modesty expected of the Church and respect for its institutional credibility.

We expect a contribution from the local Church according to the possibilities of the community.

It is necessary to have the written endorsement of the local ordinary or religious superior. The request must be a pastoral priority in the diocese (religious congregation).

The applicant must justify the urgency of the request with a detailed description of the pastoral situation on the spot. Furthermore we expect information about the number, size and activities of the parishes being served, the distances to be travelled between them and what pastoral benefit a (new) vehicle would bring.

Please note that we consider only complete applications consisting of your written project request, the filled out Vehicle Application Form (or equivalent) and your bishop's endorsement.