



## Missionary Cooperative Program (MCP) Application

### **INITIAL REQUIREMENTS FOR MISSIONS THAT APPLY TO THE MCP**

(NOTE: Meeting these requirements does NOT guarantee the mission will be accepted as there are only 35 available spots in the program and typically 150 or more missions apply.)

The requirements below are being implemented to further reduce the possibility of fraudulent communication and further increase the security of financial transactions between the Archdiocese of Denver and the missions that participate in the Missionary Cooperative Program.

#### **A. Mission Office Location and Mission Contacts**

- Each mission that is accepted to the MCP **must have a mission coordinator in the United States.** This makes communication easier between the Archdiocese of Denver and the mission coordinator.
- Each mission is **required to have a designated, authorized secondary contact person** in addition to the mission coordinator. See "B" below for the need for this requirement.

#### **B. Transfer of Funds**

- If a mission is accepted and the funds raised are to be wired to the mission, the standard practice of the mission coordinator verbally verifying the bank wire information with the Archdiocese of Denver Pastoral Outreach Office will continue. **The authorized secondary contact person that is named in the mission's MCP application will also be asked to verify the bank wire information when the Archdiocese of Denver determines additional verification is necessary.** This secondary verification may be by phone, in person, or email. Even if the mission will receive funds via check, a secondary contact person is required.
- Prior to the MCP funds being wired to a mission, the Archdiocese of Denver Accounting Office may do a **test wire** to see if the money is received by the correct bank/mission. The mission coordinator will inform the Pastoral Outreach Office whether the funds have been received by the mission and, if received, the amount of the funds that were wired. Once this is done, the balance of the MCP funds for the mission will be wired using the same bank wire transfer information used for the test wire.
- After the mission coordinator provides bank wire transfer information or the mission's W-9 form to the Archdiocese of Denver, if the mission needs to change this information, the mission coordinator must provide the original bank wire transfer information or original W-9 form as well as the updated information. The change will also have to be verified with the Archdiocese of Denver by the authorized secondary contact person with the mission.

#### **C. Accountability Report for Use of Funds**

- **A mission that participates in the MCP is now required to provide an accountability report to the Archdiocese of Denver Pastoral Outreach Office to verify that the funds received from the MCP are being used as stated in the mission's application.** This report will be **due from the mission coordinator twelve months after the funds have been received** by the mission. **If this report is not received by that time, the mission will not be eligible to apply for future MCPs.** The report must include a written explanation of how the funds were used as well as receipts or paid invoices of how the funds were used and pictures of buildings (schools, churches, clinics, etc.) or water wells or any other items being constructed or purchased with the funds.



Date \_\_\_\_\_

## Missionary Cooperative Program (MCP) Application

Name of (arch)diocese, eparchy, community and province, or lay association:

\_\_\_\_\_

Name of diocese and country where mission is located: \_\_\_\_\_

### **Mission Coordinator Requirements:**

Mission coordinator must reside in the United States.

**Mission Coordinator Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

### **Mission Secondary Contact Requirements:**

**It is preferred that the secondary contact person associated with the mission also reside in the United States.** If there is no such person, then this person must be the Bishop of the diocese where the mission is located, or the Superior or an Executive of the mission, even if he/she does not live in the United States.

**Secondary Contact Name, Title, and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please include a **Letter of Introduction** from the local Ordinary, community's Superior, or board president which grants authority to the mission coordinator and secondary contact person to represent the diocese or mission for MCP appeals.

**Reference within the Archdiocese of Denver**

If the mission coordinator is **not** from the Archdiocese of Denver, is there a priest, religious, or other representative **within the Archdiocese of Denver** that could serve as a reference for the mission and its MCP application? Yes \_\_\_ No \_\_\_ If yes, please provide the following information for this person:

**Name, Title, and Address:**

---

---

---

---

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

***TELL US ABOUT THE MISSION PROJECT***

How will appeal donations be used to help the poor and to promote the works of the Propagation of the Faith?

---

---

---

---

---

***TELL US ABOUT YOUR SPEAKER(S)***

Name of speaker(s) who will be doing the appeals: \_\_\_\_\_

---

Speaker's point of origin for traveling: \_\_\_\_\_

In the Archdiocese of Denver, over 40% of our parishes are Spanish speaking. Do you have a speaker fluent in Spanish who can communicate clearly? Yes \_\_\_ No \_\_\_ Do you have a speaker fluent in Polish or Vietnamese? Yes \_\_\_ No \_\_\_

Does the speaker have a friend, relative, or community member living in the Denver area that will assist the speaker with travel and housing needs? Yes \_\_\_ No \_\_\_ If yes, name of city: \_\_\_\_\_

Does the speaker have a driver's license? Yes \_\_\_ No \_\_\_

Is the speaker willing to drive to rural and mountain parishes? Yes \_\_\_ No \_\_\_



Check the box below for the maximum number of parishes the speaker is available to schedule:

☐ 1 ☐ 2 ☐ 3

If your mission has participated in MCPs in other U.S. or Canadian dioceses, list the locations here:

---

---

### ***TELL US HOW DONATIONS ARE TO BE SENT TO YOUR MISSION***

What is the preferred payment method: ☐ **U.S. check** ☐ **International Wire Transfer**

If appeal proceeds are to be sent by check, please complete the following information:

Legal name of the non-profit organization : \_\_\_\_\_

The non-profit is registered in the state of: \_\_\_\_\_

The IRS Tax Identification Number ("EIN") for the 501(c)(3) non-profit: \_\_\_\_ - \_\_\_\_\_

If the missionary organization does not have a checking account in the United States, appeal donations will be sent via bank wire transfer to the country where the mission is located or to an account at the Vatican Bank.

---

### ***SUBMIT THE APPLICATION***

**All MCP applications are accepted July 1 – October 1 to be considered for the following year.**  
**PLEASE NOTE:** Only 35 applications are approved each year to participate in the following year's program. If this limit is reached **prior** to the October 1 deadline, no more applications will be accepted for the following year's program.

Selected missions will receive an invitation letter with parish assignments in February of the appeal year. Due to the large number of applications received, **you will only hear from us if your mission is accepted.**

Send the completed application along with the Letter of Introduction to:

**Robbyn Celestin**

**at: [robbyn.celestin@archden.org](mailto:robbyn.celestin@archden.org)**

**or at:**

**Archdiocese of Denver  
Pastoral Outreach Office  
2830 Lawrence St.  
Denver, CO 80205**

For additional information, email Robbyn at the above email address  
or call her at: 720-535-1752

*Thank you for your application and for all that you do for His Holy Church.*