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## MISSIONARY COOPERATIVE PLAN – DIOCESE OF DAVENPORT

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### How to apply:

Please submit a formal letter requesting inclusion in the Diocese of Davenport Missionary Cooperative Plan. **(Missions must submit a new appeal each year.)**

The following information needs to be included in the original “Request Letter”:

- The **name of the mission** and the country/diocese where the mission is located.
- E-mail address for the mission representative in the U.S.
- A description of the work done by your (arch) diocese, mission or organization.
- Information about the speaker(s) who will visit the parishes.
- Why your (arch) diocese, mission or organization should be considered for participation in the MCP.
- How MCP funds will be used.
- Who will directly benefit from these funds
- Specify that you are authorized to function legally as a 501(c)(3).
- If the Mission is listed in the U.S. Official Catholic Directory, tell us the diocese, section or page number in the current directory where we can find its inclusion.
- The Letter must be stamped with the seal of your (arch) diocese, institute or society.

### About the Missionary Cooperative Plan

- *A Letter of Good Standing/Letter of Suitability* must be mailed to our office and to the parishes assigned. This letter should be on letterhead with a seal. If there is no record of this letter on file the speaker will NOT be allowed to speak and no collection will be taken. This requirement applies to all individuals coming to speak for the MCP in the Diocese of Davenport.
- Please do not request Mass stipends through the Missionary Cooperative Plan.
- Pre-printed pew envelopes must include instructions that parishioners are to make the check payable to the parish or Diocese of Davenport. CHECKS MAY NOT be payable to the mission.

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- The MCP appeal weekend requires a speaker to appear in person at the Masses to make an appeal for prayer and financial support. Groups may not request a letter to be read at the Masses and a collection taken in lieu of a personal appearance.
- The Diocese of Davenport and its parishes do not provide for or reimburse travel cost, shuttle services to or from the airport, or lodging accommodations. It is the speaker's responsibility to provide for his or her own housing arrangements as well as transportation between parish sites and/or the airport.

Sent the Application to:

Kent Ferris  
Diocese of Davenport – Missionary Cooperative Plan  
780 West Central Park Avenue  
Davenport, IA 52804-1901

Submission of an application does NOT indicate acceptance in the MCP. Applicants will be notified of our decision at the end of February early March.

If you are accepted in the MCP, an original *Letter of Good Standing/Letter of Suitability* on letterhead from the Provincial Superior, Diocesan Bishop, or leadership of your lay organization for every individual assigned to speak.