



## Catholic Foundation Grant Application Information

### **Introduction:**

The Catholic Foundation was established in 1987 to provide long-range financial stability for the Diocese of St. Augustine. Each year the Foundation has sufficient funds for distribution and with the concurrence of the Bishop, announces the availability of grant opportunities to support various parishes, schools and ministries within the diocese. These grants, usually ranging from \$1,000 to \$10,000 are awarded based upon need, support of overall diocesan goals and completion of the project within the 2018-19 fiscal year. Grants are not intended to replace funds that would otherwise be available.

### **Grant Process:**

Parishes, schools, and ministries apply for grants by submitting a Grant Application to the Grants Committee of the Board of Directors of the Catholic Foundation of the Diocese of St. Augustine. After review of the application, the Committee's recommendations must receive the approval of the Catholic Foundation Board of Directors. The Catholic Foundation action will be communicated to the applicants in writing.

**Completed applications for 2018-19 programs must be submitted by February 28, 2018. Be sure to carefully read and follow all grant application requirements and fill out forms completely.**

### **How To Apply:**

- First, determine if your grant proposal falls within the Funding Priorities identified below. Call if you have any questions about eligibility.
- Complete the attached Catholic Foundation Grant Application form which outlines the purpose of the project, who will benefit from the project, the expected impact and how results will be measured. (Applications should be typed or neatly printed-do not include brochures, pamphlets or other similar documents and please do not staple documents.) If additional key information is required, the Grants Committee will pose the appropriate questions to the listed contact person.
- Submit a proposed Project/Program budget with application (also attached).
- Obtain a letter of approval and support from the Pastor/School Principal or ministry leader.
- Submit all materials in PDF form via e-mail to ([jsnow@dosaf1.com](mailto:jsnow@dosaf1.com)) or mail an original hard copy via US mail.

### **Funding Priorities:**

Please be sure that your grant application is relevant to and falls within the 2018-19 priorities set by the Bishop:

- 1) **Evangelization Projects:** The goal of evangelization is to make missionary disciples and create opportunities for a personal encounter with Jesus Christ. This can be accomplished through a number of ways by creating programs that will increase Mass participation, attract others to an encounter with Jesus, help parishioners become missionary disciples, and/or increase RCIA membership.
- 2) **Parish Life Programs:** One third of our parishes are challenged financially. Identify projects supporting a particular initiative that would improve parish life in a significant way that the parish is unable to fund without support.
- 3) **Rural Initiatives:** A huge territorial section of our Diocese is mission territory. These parishes are limited in resources. Create projects, working in collaboration with other Church programs, organizations or rural Church agencies that bring growth and enhanced participation in these parishes/missions.

### **Grant Recipient Requirements:**

Please be aware that the Catholic Foundation is responsible for reporting to its donors how grant monies are used. In order to do this we must rely on grant recipients to report back to us. Therefore the following is required of all Catholic Foundation Grant recipients:

- 1) Letter of Acknowledgement to be mailed to the Catholic Foundation upon receipt of grant funds.
- 2) Interim Report to include progress narrative, expenditures to date and digital photos of program in action if it has or is currently occurring **DUE BY JANUARY 30, 2019 (report forms will be mailed prior to due date)**
- 3) Final Report to include outcome of program, who and how many it impacted, final expense report and digital photos of the program in action. **DUE BY JUNE 30, 2019 (report forms will be mailed prior to due date)**

In addition, we ask that one or two representatives attend the Catholic Foundation Annual Meeting held in January or February of 2019. (formal invitations will be mailed)

**Please know that if grant requirements are not met, organizations may be required to return the funds and/or be deemed ineligible for future grants.**