



How to Apply for a Catholic Foundation Grant 2016-17

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 a year. (See Funding Priorities No. 3 below) Grants are not intended to replace funds that would otherwise be available. Grant applications are not accepted in support of individuals or Catholic Center staff.

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 must be submitted by April 21, 2017.

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 Catholic Foundation Grant Application form
- The grant narrative should be submitted on parish, school, or ministry letterhead, typed or printed, and limited to one page
- Outline the purpose of the project and who the beneficiaries will be
- Explain the need and how the project meets the goals of the diocese
- State if other sources of funds are available
- Describe the expected impact of the grant and how these results will be measured
- Provide an overall timeline for completion of the project and if the project will extend beyond one year
- Indicate any previous grant applications for this project
- Submit a proposed Project/Program budget
- All materials must be submitted in PDF form via e-mail, (jsnow@dosaf1.com) and an original hard copy via US mail.

Funding Priorities:

Please be sure that your grant application is relevant to and falls within the 2016-17 priorities set by the Bishop. The priorities for this cycle are:

- 1) Young Adult Ministry Development Projects
- 2) Rural Parish Initiatives that Enhance Educational Opportunities for Teens and Children
- 3) Liturgical Enhancement and Education for Parish Communities

Please mail the Grant Application, narrative letter, and project budget to:



Grant Application 2016-17

Title of Project/Program:

Name of sponsoring parish, school or ministry:

Complete Address of Applicant (Parish, School or Ministry):

Name of Contact Person, e-mail & phone:

Dollar Amount Requested:

Please Include these Attachments:

1. Project/Program Budget
2. One (1) page narrative explaining the purpose of the grant (see guidelines attached)
3. Letter of approval from your Pastor/School Principal and/or organizational leader

I support and endorse this application as an accurate statement of the need and use of the funds requested.

I/we agree to provide a budget and financial report to the Catholic Foundation by **November 21, 2017** detailing how the grant funds were spent as well as a narrative describing the impact of the project the funds were used for. Personal stories and testimonials should be included as applicable.

I/we understand that if grant requirements are not met, our organization may be required to return the funds and/or be deemed ineligible for future grants.

Title of Project or Program

Signature of Pastor

Date

Signature of Principal or Ministry Director

Date

ATTENTION: 2016-17 CF GRANT APPLICANTS

It is a requirement of all recipients of Catholic Foundation Grants to do the following in consideration and thanksgiving for the Foundation's support.

1. Draft a **125-200 word paragraph** describing the impact of the grant, number of people affected or benefited, equipment and /or materials purchased within this ministerial work(s) and stories or testimonials as applicable. **This information is required to be submitted by no later November 21, 2017. We must have this information to include in the Foundation Annual Report.**
2. Please provide four to five high quality electronic images (photos) that depict the grant funds and/or project at work **by November 21, 2017. We must have this information to include in the Foundation Annual Report.**
3. Please be prepared to send at least two delegates to the Catholic Foundation Annual meeting, **Thursday, January 25, 2018, at the St. Joseph Cody Center.** We may also ask a representative(s) of your ministry to make a speech of **No Longer Than 4 Minutes** regarding the outcome(s) of your grant at the annual meeting in 2018. Please be prepared to do so, and time your talk for no more than 4 minutes.
4. If grant recipient requirements are not met, please understand that your organization may be required to return the funds and/or be deemed ineligible for future grants.