



Requirements & Tips for Preparing Your Catholic Foundation Grant Application*

1. Please scan your application in color (PDF format) and send via e mail to the development office, and mail a hard copy.
2. All application materials should be typed. Hand written applications should be avoided.
3. Use paper clips to bind documents. Your application and supporting documents may have to be separated, copied and/or scanned. Most often stapled documents make for messy and torn materials.
4. Never fold your application materials and supporting documents. Please mail grant applications in a flat 9 x12 or larger envelope, in addition to the required e-mailed pdf version.
5. Make sure you include a brief cover letter on parish or school "letterhead" with at least one sentence explaining clearly the amount requested, and for what purpose.
6. Do not include brochures, pamphlets or other similar documents with your application. Your supporting documents should be clear and brief. Long and/or wordy explanations can reduce the effectiveness of your proposal. If additional key information is required, the Grants Committee will pose the appropriate questions to the listed contact.
7. Be sure you check with other departments (school parish and ministries) so that multiple applications do not come from the same institution. And yes, it is appropriate for a parish and its school to make separate applications. However, with the shortage of funds, it is unlikely two grants from one parish organization will be awarded at this time.
8. Be sure to carefully read and follow all grant application requirements when applying for grants and upon receipt of grants.

Please note - 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.

Please contact the development office if you have technical problems meeting these requirements.

*Many of these tips would be appropriate and helpful to follow when making grant application to foundations outside the diocese, and will make any presentation more professional.