



## 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, when sufficient funds are available and the Bishop approves distribution, the Foundation announces grant opportunities to support various projects. These grants, up to \$10,000 maximum, are awarded based upon need, support of overall diocesan goals and completion of the project within the 2019-20 fiscal year. Grants are not intended to replace funds that would otherwise be available or to fund direct service projects (i.e. food banks or rent subsidies).

### Grant Process:

Parishes, schools, and ministries apply for grants by submitting a Grant Application to the Grants Committee 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 2019-20 programs must be received by February 28, 2019. 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 form.
- 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. Applications must be received by February 28, 2019.

### Funding Priorities:

Please be sure that your grant application is relevant to and falls within the 2019-20 priorities set by the Bishop:

- 1) **Formation:** Projects that assist underserved and/or rural populations-especially to grow in the Catholic Faith and become missionary disciples to others.
- 2) **Connectedness:** Liturgical and worship enhancements that foster growth in faith and evangelization.
- 3) **Outreach:** Promoting evangelization efforts through innovative and creative social justice programs for youth, young adults and families to reach out and serve others.

### **Guidelines:**

- 1) Grant projects should address:
  - ✓ Unmet needs that might go unfunded due to budget constraints
  - ✓ Funding of a project or capital expenditure (equipment, computer hardware or software, training) that would build capacity within the parish, school or ministry
  - ✓ Funding of a test case or one-year project that could be proven effective and then funded through other means for long-term benefit and impact
- 2) The Catholic Foundation can not provide funding for direct service programs such as food pantries, utilities assistance or housing assistance.

### **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 **Due by June 29, 2019.**
- 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 OCTOBER 31, 2019** (If project/program is complete as of this report due date, this will considered the Final report)
- 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 APRIL 30, 2020**

In addition, we ask that one or two representatives attend the Catholic Foundation Annual Meeting held in **February of 2020.** (formal invitations will be mailed) One or two grant recipients may be invited to present the results of their projects at this event.

**NOTE: If grant requirements are not met, organizations may be required to return the funds and/or be deemed ineligible for future grants.**

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