



CATHOLIC FOUNDATION 2017 GRANT PROGRAM APPLICATION FORM

Applicant **must submit 1 completed set of ALL PAPERWORK,**
brochures and other supporting information.

APPLICATION DEADLINE
TUESDAY, MARCH 10, 2017

INSTRUCTIONS:

Before filling out this application, please review the grant making guidelines attached to this form to be certain your proposal qualifies for grant consideration. **Grant applications must be postmarked by March 10, 2017 deadline** to receive consideration by the Foundation Distribution Committee. Use a separate sheet to answer all questions. "Not applicable" should be used to respond to those questions you feel are not relevant to your proposal. Do not submit any letters of endorsement. Please contact Sr. Mary Tracy at the Foundation Office with any questions (509) 358-7334.

Catholic Foundation of Eastern Washington
PO Box 1484
Spokane, WA 99210-1484

A. General Information (**must be completed on this form and returned to the Foundation Office**)

1. Name of organization requesting funds:
Name of Parent/Sponsoring organization:
2. Name and title of contact person:
3. Address of contact person:
4. Telephone No(s):
5. Email address:
6. Project title:
7. **Category from which you are Requesting funding:**

- A. Catholic Community Outreach Grant
(See Guideline V)
- B. Religious Education Grant
(Preschool through Grade 12, Adult)
(See Guideline IV)

Date

Head of Organization –Pastor/Administrator

Program Head – Grant Application/Department

TWO SIGNATURES REQUIRED

ANSWER ALL QUESTIONS ON A SEPARATE SHEET OF PAPER

IF YOUR GRANT REQUEST IS FOR \$500 OR LESS, ANSWER THE QUESTIONS IN SECTIONS B AND C ONLY.

B. Financial Information:

1. Amount requested for this grant.
2. Cost of the total project.
3. Cost breakdown in order and need priority for the project.
4. List all actual and or potential sources of support for this project during the coming fiscal year (i.e., grants, donations, etc.). Indicate amount requested and give status of each source:
5. Would partial funding by the Catholic Foundation assist your project? If so, how?
6. How do you intend to fund this project in the future?

C. Description of Project (See Grant Application Guidelines III on insert):

1. Describe the project this application seeks to fund. Please estimate the project's duration.
2. How many people will the project serve?
3. What groups will benefit from this project?

IF YOUR GRANT REQUEST IS FOR \$501 OR MORE, YOU MUST ANSWER ALL THE QUESTIONS ON THIS PAGE.

D. Description of Project:

1. What problem or need does this project address? How did you determine the need for this project?
2. What new or innovative approach does this project take to address the above problem?
3. What immediate or long-range results do you expect from this project?
4. How does funding this project help to further the goals for the Diocese of Spokane? (Applicable to Catholic Community Outreach request – see Grant Application Guideline V)
5. How does this project address the priorities for funding adopted by the Trustees of the Catholic Foundation? (Applicable to Catholic Community Outreach request – see Grant Application Guideline V).
6. How will you monitor the project and evaluate the results?

Grant Application Guidelines & Important Information

The Catholic Foundation provides supplemental financial assistance to Catholic and Catholic-affiliated agencies, institutions and programs, as well as local parish projects, within the Diocese of Spokane. Each year grant distributions are made through two categories, the Catholic Community Outreach Grants and the Religious Education Grants. In order to qualify categories a grant, you must verify that your program meets the following criteria:

- I.
 - A. Is your organization a religious, educational or charitable work affiliated with the Catholic Church?
 - B. Is your program located within the geographic area served by the Catholic Diocese of Spokane?
 - C. Is your organization listed in the Official Catholic Directory, or does it have a tax-exempt status as a 501(c)(3) entity?

- II. Grants are **not** made for the following:
 - A. Prior incurred debt
 - B. Direct aid to individuals
 - C. Contributions to general fundraising campaigns
 - D. Medical research
 - E. Endowment funds and other foundations
 - F. Continuing operational support
 - G. Multi-year grants

- III. For purposes of this application form, the word "project" is used in a generic sense and applies to all grant funding requests received by the Foundation.

- IV. Religious Education grants will be given to programs that serve children and youth, from pre-school through high school levels and adult education. The following are the priorities for religious education grants:
 - A. Preference for the poor
 - B. Preference for projects that serve multiple persons or groups
 - C. Strengthening of religious education and youth programs:
 1. Training of catechetical and youth leaders. (Leaders are defined as those in charge of religious education and youth programs; training could include tuition.)
 2. Training of catechists and youth workers. Training could include visual aids and materials.
 3. Materials or programs that enhance religious education and youth ministry programs (materials must be on the Diocese's list of approved publishers)
 - D. Parish or multiple parish adult enrichment programs including lay ministry formation.

- V. The Board of Trustees of the Catholic Foundation has established priorities for the Catholic Community Outreach Grants. Programs which build up community, support the common good, encourage evangelization or foster the well-being of families will have priority in receiving funding. Multiple parish programs are encouraged.

Examples of programs meeting these priorities might be programs which:

- enhance or develop parenting skills;
- address needs of persons who have lost a spouse;
- educate couples through retreats / workshops;
- train lay leaders and ministers;
- repair, renovate or build worship or meeting facilities;
- assist those in need;
- address special needs of single parents;
- evangelize adults;
- begin or enhance youth ministry in parishes.

VI. A. Completed grant applications must be sent to:

Catholic Foundation Grant Distribution Committee

Attn: Kristi Sicilia

PO Box 1484

Spokane, WA 99210-1484

Applications must be postmarked no later than March 10, 2017.

B. You grant application **MUST** include the following in order as follows:

1. The Foundation original grant application form, completed & signed;
2. A copy of the questions answered as stipulated in the application form
3. One copy of your organization's current financial report or the most recent annual report;
4. One copy of your organization's projected budget;
5. A roster of your Board/officers;
6. A copy of descriptive brochures, if available;
7. A copy of the tax-exempt status letter, if applicable.

VII. Grants are awarded only on a year-to-year basis and are NOT automatically renewable. Multi-year requests are not considered by the Catholic Foundation.

VIII. Recipients of Foundation grants are required to submit two reports during the grant year. Reports are due on December 31 and May 12 of the grant year. Report forms will be provided by the Catholic Foundation.

IX. The Foundation Distribution Committee will review all grant applications and submit its recommendations to the Board of Trustees. Applicants will be notified in writing by the beginning of May of the status of their grant request.