

## **GRANT GUIDELINES FOR THE CATHOLIC FOUNDATION**

The Catholic Foundation aims for accessibility, objectivity, fairness and professionalism in all of its dealings with its constituents. Under the terms of its charter, the Catholic Foundation can distribute grants only to qualified public entities or 501(c)(3) charities within the boundaries of the Catholic Diocese of Dallas.

An organization receiving a grant may not submit another grant request until 3 grant cycles have passed since approval of their last grant request. Churches and Schools will be treated as separate organizations. Organizations with an open grant may not apply until the grant has been completed, fully funded and the Final Report submitted to the Foundation. Grant requests up to \$100,000 will be considered.

Grants are made in three areas: Educational, Charitable and Religious. Foundation grants are to provide funding assistance in the Diocese of Dallas only. The goal is that each organization in the Diocese benefit from a Catholic Foundation grant from time to time.

The Foundation looks for one or more of the following conditions in a proposal:

- \* Project should be one of the top three strategic needs of your organization
- \* Foundation support would be vital to a proposed project's success
- \* A collaborative network exists that multiplies the impact of the grant
- \* The proposed project is likely to continue and expand after the grant period/becoming self-supporting
- \* The proposal is innovative and efficient in its use of funds
- \* Expenses are reduced by sharing resources with other agencies or groups
- \* The project is a well-planned approach to solving a problem and delivering services
- \* The project promotes better human relationships and a sense of community
- \* The project helps fulfill the mission of your organization
- \* The project will be funded within one year of the grant (unless Grant Contract specifies otherwise)

Grants are not made to or for purposes of:

1. Annual fund-raising events or drives
2. Debt reduction
3. Professional conferences, symposia or attendance at seminars or meetings
4. Organizations not supported or endorsed by the Catholic Church or not serving an identifiable Catholic population
5. Endowments, Individuals, or Political Organizations
6. Operating costs, unless related to a new initiative or program
7. Tuition Assistance (generally made only from Restricted Funds, if available)

Applications are processed two times a year, but may be submitted at any time. Deadlines for grant applications in 2019 are January 17<sup>th</sup> and August 15<sup>th</sup>. Applications received after these dates will be considered in the next cycle. Applications must be completed in accordance with the attached form. Applications may be submitted electronically, but all of the requested data must be included with the submission. Please email to [grants@catholicfoundation.com](mailto:grants@catholicfoundation.com).

Organizations not specifically recognized as Catholic must attach written support from an active religious in the Dallas Diocese.

## **APPLICATION CHECKLIST**

**(To Be Completed and Returned With Grant Application & Attachments. Application may be submitted electronically, but all of the requested data must be included. Email to: [grants@catholicfoundation.com](mailto:grants@catholicfoundation.com).)**

**I. PROPOSAL SUMMARY, including:**

- \_\_\_ Project Description
- \_\_\_ Total Cost of Project and Amount Requested
- \_\_\_ Signatures (Pastor, if church; Pastor & Principal, if school)

**II. NARRATIVE (two pages maximum)**

- \_\_\_ Background of your organization
- \_\_\_ Funding Request - Please be specific
- \_\_\_ Budget for the project (including bids & proposals)
- \_\_\_ Sources of income for the project

**III. ATTACHMENTS:**

- \_\_\_ Most recent Financial Statements, which should include both a Balance Sheet and an Income Statement. **Also include copies of any audited or reviewed financial statements prepared by an outside accountant.**
- \_\_\_ Current year operating budget with revenue & expenses
- \_\_\_ List of Board of Directors or Parish Finance Council
- \_\_\_ Copy of most recent IRS letter indicating agency's tax-exempt status **(First Time Applicants Only)**
- \_\_\_ **Two (2) competitive bids or proposals for capital construction, major repair or renovation projects,**
- \_\_\_ Two (2) competitive bids or proposals for purchases of computer equipment, furniture, fixtures or other equipment. (Computer equipment requests must also include a copy of technology plan & a training component or explanation why none is needed.)

**IV. MAJOR CONSTRUCTION/RENOVATION PROJECTS:** Any expenditure of any type in excess of \$100,000 by a parish, parochial school, diocesan high school or other diocesan entity must show:

- \_\_\_ Written approval from the Bishop of the Diocese.
- \_\_\_ Approval of Diocesan Building Commission and/or Liturgical Commission, if needed.
- \_\_\_ Diocesan Finance Council approval if the project is being paid for with loans.