

# FY2018 GRANT APPLICATION FORM



Parish/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Pastor/Chief Officer name and title: \_\_\_\_\_

Project Contact Person name and title: \_\_\_\_\_

Project Contact Person phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Total Proposed Project Budget: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Funds Raised for Project to Date: \_\_\_\_\_

In-Kind support obtained or committed for project (volunteer hours, donated supplies, etc.): \_\_\_\_\_

\_\_\_\_\_ (include in narrative if more space is necessary).

Duration of Project or Program: from \_\_\_\_\_ to \_\_\_\_\_

Project Description (one sentence): \_\_\_\_\_

Narrative: Please provide the following information in narrative form and attach it to this application form.

1. Provide a description of the project, including why the project is needed, what your expected outcomes are, and your strategy for evaluating the success of the project.
2. Provide a description of your parish or organization, the population and community served, and any unique challenges in your service area.
3. Provide a budget (income and expenses) for your project. Describe plans for obtaining other funding needed to carry out the project, if necessary, including fundraising and amounts requested of other known or potential fund sources. If the project is expected to continue beyond the grant period, describe plans for assuring continued funding after the grant period.

*The undersigned, Pastor/Administrator and/or authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*Applications from a parish must be signed by the pastor, parish administrator, or authorized officer of the organization. Send completed applications to the Foundation for the Diocese of Helena, PO Box 1729, Helena, MT 59624. Envelope must be postmarked no later than **Friday, June 30, 2017.***



## **Mission Statement**

*The Foundation for the Diocese of Helena is an independent, not-for-profit, 501(c)(3) corporation whose purpose is to promote, expand and strengthen the long-term financial viability of the Diocese of Helena. The Foundation serves as a conduit for individuals and organizations to support the ministries and programs of the Bishop of Helena. The Foundation accomplishes this through outreach; responsible financial stewardship of endowed and unrestricted funds; and support of projects as prioritized by the Board or directed by donors.*

## **FY2018 GRANT GUIDELINES**

### **Grant Policies**

#### ***Organizations, Agencies, Programs and Ministries Served***

Only the parishes, missions, schools, programs and ministries within the Diocese of Helena are considered to be grant-eligible applicants. The Foundation will not make grants to other foundations or to entities not identified and listed in the directory of the Diocese of Helena.

#### ***Types of Grants Awarded***

The Foundation awards grants for limited term projects and programs. The Foundation does not usually fund multi-year grants or ongoing salary support. Rarely are capital and endowment grants given and then only to unique projects. No funds are provided on an emergency basis.

A parish or organization may submit more than one grant application during a cycle. More than one grant may be approved for a single entity; however the total amount awarded to an entity will not exceed \$5,000.

#### ***Reviewing Proposals***

The Outreach Committee of the Foundation's Board of Trustees reviews grant proposals and recommends distributions of unrestricted funds in accordance with established policies and procedures. The Board of Trustees gives final approval to grants based on funds available and the priorities of the Foundation. Priority may be given to projects where the Foundation is not the only means of support for the project. Therefore it is important applicants include in their application the amount raised to date and in-kind support obtained. For applicants requesting 100% of the cost of their project, and for applicants requesting less than \$1,000, the Foundation may request additional information before their application is considered.

#### ***The following factors are considered in reviewing proposals:***

- ✓ The relevance of the proposal to the Foundation's priorities.
- ✓ The extent of the potential benefit to the community
- ✓ The capacity of the applicant to carry out the project.
- ✓ The degree to which the project includes clearly-defined outcomes and how they will be measured.

- ✓ The potential for replicating or otherwise leveraging the project to achieve a broader benefit.
- ✓ The applicant's plan to secure funding after the grant period.
- ✓ The availability of Foundation funds.

### **Grant Priorities**

In making grants, the Foundation will focus on four broad goals:

1. To help support the programs and ministries of the Diocese, parishes and missions of the Diocese of Helena.
2. To help build strong, supportive communities that reflect gospel values.
3. To sustain and spread our faith tradition and values through effective preschool and primary education programs in local parishes and Catholic school systems.
4. To advance the work of the Church by developing effective ordained religious and lay leaders.

Towards these ends, the Foundation supports the following types of activities:

#### **1. *Parish and Missions***

The Church is only as strong as the collective strength of its parishes and mission and so, the Foundation is committed to the development of vibrant, faith-filled parishes. Special attention is given to strengthening parish and mission leadership and innovative efforts to enrich spiritual life. Attention will also be given to projects for the maintenance, upkeep and repair of a parish's physical plant.

Please note that before grant funds are released, the parish or mission must assure the Foundation that sufficient funds are available for the completion of the project during the fiscal year in which the funds are received.

#### **2. *Community Building***

To help build strong, supportive communities, the Foundation will support:

- *Initiatives that strengthen families.* Keeping families together in a stable, caring environment is a goal of the Foundation. In this context, special emphasis is placed on fostering faith development in families, good parenting, youth development, and care of the elderly.
- *Initiatives that impact those suffering from poverty, discrimination and violence.* The Foundation is committed to assisting persons affected by poverty, discrimination and violence. Specific areas of interest include the integration of new immigrants into society and parish life, aid to victims of violence, and support for those suffering from addictions. The Foundation would also provide support for pro-life educational efforts.
- *Initiatives in support of the Guatemala Mission.* The Foundation will consider programs that support the Guatemala mission, school and medical clinic.

#### **3. *Preschool and Elementary Education***

Education has always been an important mission of the Catholic Church. The Foundation will support parish religious education programs and Catholic schools that provide formation for students in preschool through fifth grade. Special emphasis will be given to the following:

- *Religious instruction for youth in parish religious education programs and Catholic schools.* Grants will be given to enhance the training of catechists and teachers and new curriculum initiatives.
- *Support for Catholic schools serving Native American and at-risk populations.* The Foundation will help Catholic schools with large numbers of children affected by poverty, crime and addictions that need to provide special resources to students such as after-school programs and other forms of support.

#### **4. Leadership Development**

Parishes, schools and agencies must have leaders who are able to engage people in creating a shared vision for the future while developing sound strategies and infrastructures to achieve the vision. A strong emphasis on leadership development is thus part of the Foundation's grant-making priorities. Specifically, the Foundation supports efforts in the following areas:

- *Ordained clergy education and training.* It is essential that the Church's ministerial formation programs be of the highest quality and accessible to all who wish to participate. The Foundation will provide resources to recruit qualified candidates for the priesthood and permanent diaconate and support their initial formation as well as the continuing education they need to perform their duties in an ever changing society.
- *Staff and volunteer training.* The Church needs well-trained lay leaders as it confronts the challenges of a decreasing number of clergy. The Foundation will support initiatives that provide education and experience for lay people who are working or planning to work in Church-related ministries.

### **Application Procedures**

Submit completed application form and required narrative to the Foundation for the Diocese of Helena, PO Box 1729, Helena, MT 59624. Envelope must be postmarked no later than Friday, June 30, 2017. Late, incomplete, emailed, or faxed applications will not be accepted.

Applications from a parish must be signed by the pastor or parish administrator.

Proposals will be reviewed and the Board's Outreach Committee will make recommendations on grants to the full Board. The Board will approve all grant funding. All applicants will receive written notification of the Board's action the week of July 24, 2017, with grant funding released shortly thereafter.

Applicants receiving grant funding will be required to sign a grant agreement and provide a report to the Foundation after the project is completed. The schedule of reporting will be communicated to the grant recipient with the grant agreement.

If you have any questions please contact Jeanne Saarinen at the Foundation for the Diocese of Helena – [jsaarinen@diocesehelena.org](mailto:jsaarinen@diocesehelena.org), 442-5820, ext. 36 (toll free in Montana 800-584-8914 ext. 36).