



2019-2020 Grant Application and Guidelines

FOCUS AREA: PARISH LIFE

CFGP Overview: The Catholic Foundation of Greater Philadelphia (CFGP) is an independent, nonprofit organization committed to growing philanthropy throughout the Philadelphia region and beyond. CFGP works to support community progress through Charitable Fund awards and grants, as well as nonprofit fundraising through our Mission Advancement Services (MAS).

- ❖ CFGP Grant Application deadlines are January 15th and July 15th of every calendar year, in preparation for the fall and spring board meetings, with circumstantial exceptions made by the CFGP Grant Committee.
- ❖ Proposals are shared with the CFGP Grant Committee who are responsible for making grant decisions.
- ❖ Be specific about your mission, goal, and how you will measure outcomes, as well as how your mission and goal parallel with the identity of the CFGP.
- ❖ Most grants will be made within the Greater Philadelphia Area, although consideration will be given for applications outside the region.
- ❖ Grants will be awarded to Catholic, non-profit organizations whose mission aligns with CFGP's mission to serve the Greater Philadelphia Area, and to proposals that show a clear, innovative plan for feasibility, sustainability and impact.
- ❖ Letters of recommendation or support from other funding sources are recommended.
- ❖ Face-to-face interviews or site visits are up to the Grant Committee's discretion.

Before you begin:

- Read all of the directions and application requirements before beginning.
- A proposal is considered complete when CFGP receives your grant proposal summary sheet, narrative, and required attachments.
- E-mailed proposals are strongly encouraged.
- Proposals are shared with the CFGP President and Chief Executive Officer, Grant Committee, Chief Financial Officer and Director of Charitable Giving.
- Applicants must be Catholic, charitable, tax exempt organizations with a 501(c)(3). Certification. Grant applications for individuals are not accepted. Organizations must be capable of producing their IRS designation letter, as well as the page number they are listed on in the P.J. Kenedy and Sons Official Catholic Directory OR the section of their bylaws that states they are a Catholic entity.
- Your organization must be in existence for at least 3 years in order to be eligible to apply for a CFGP grant.

All grant applications are to be submitted via CFGP's Winter 2020 Granting Cycle Dropbox folder. You can submit your application through this folder by visiting www.TheCFGP.org/grants and following the link provided, or by visiting:

<https://www.dropbox.com/request/4SnyKPZonGr3kP0IVetv>





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Grant Proposal Summary Sheet

Please fill out all the areas below. This page will be shared electronically with the CFGP Grant Committee members. To obtain an electronic version of this application, please visit:

<http://www.catholicfoundationphila.org/grants>

Date: _____

Contact Information:

Organization's Name: _____

Legal Name as Designated on 501c3 (*If different from above*): _____

Address Line: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Website: _____

Executive Director: _____

Contact Name: _____

Contact Title: _____

Contact E-mail: _____

Are you a 501c3 non-profit?

- Yes** (*Please attach IRS designation letter*)

Federal ID #: _____

Are you a Catholic organization?

- Yes** (*Please see below*)
- Edition and page number listed on in the P.J. Kenedy and Sons Official Catholic Directory: Edition: _____ Page Number: _____
OR
 - Attach the section of your organization's bylaws that states your organization is a Catholic entity.

- No** (*Unfortunately, you are unable to apply for a CFGP grant at this time.*)

Are you applying for this grant on behalf of a parish? (Please note: This does not include parish schools.)

- Yes**
- Parish Name: _____

- No** (*Unfortunately, you are unable to apply for a CFGP grant at this time.*)





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Name of Project/Program/Campaign: _____

Amount Requested: \$ _____ Date Submitted: _____

Total Program Budget: \$ _____ Duration of Grant: _____

Total Annual Organizational Budget: \$ _____ Fiscal Year End: _____

State your organization's mission:

Summarize the proposal and how it fits with the CFGP's mission:

Is this request being asked by any other funders?

- Yes
- No

List the three largest funding sources in the last fiscal year with the amount.

1. Source: _____ Amount: \$ _____
2. Source: _____ Amount: \$ _____
3. Source: _____ Amount: \$ _____

List the proposal's target population and geographic communities.

Agreement

I certify that all the information included in the CFGP Grant Proposal is correct. I certify that the tax exempt status of the organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will be distributed to the areas cited in the CFGP Grant Proposal. No grant money received by the CFGP will be used for the benefit of any outside organizations, individuals, or activities not upholding to the CFGP's mission.

Executive Director's Signature: _____ Date: _____





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Grant Proposal Narrative

The proposal narrative should not exceed five pages and should answer the questions below. The following outline is a guide. Please use the format as it suits your organization. Please be as clear as possible and listed in the order below.

Organizational Background and Information:

- Please provide a brief summary of your organization's history and state its mission.
- Describe your organization's key achievements.
- How does your organization's mission and achievements align with the mission and identity of CFGP?
- Please list your organization's short-term and long-term goals. How do they fit our Catholic mission?

Purpose of Grant:

- What are they key initiatives and how will this enable the program's sustainability?
- What issues and needs will be addressed if funded?
- How will the target population and geographic communities be impacted?
- What will the organization do if given more or less funds? How will it impact the program/project or your organization?
- Why is it important to fund this now?
- How will you define success?
- How will the results be measured and communicated to the community?
- Please provide an impact statement that measures the success of your program or project. If your request is for a program that receives national ratings, accreditations, etc. for its field, please provide its most recent results.

Funding:

- What additional funding will be sought?
- What is the cost for the program/ project?
- Will outside vendors be used, and if yes, what is the cost?
- What are additional anticipated costs?
- What is the program timeline?
- What factors of your project/ program make it sustainable?





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Organizational Budget

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

| REVENUE | Fiscal Year: _____ | Number of Employees: _____ |
|-------------------------------------|---------------------------|-----------------------------------|
| Source | Amount | |
| Contributed Support | | |
| Government Grants | \$ _____ | |
| Foundations | \$ _____ | |
| Corporations | \$ _____ | |
| United Way or other Federal Support | \$ _____ | |
| Individual Contributions | \$ _____ | |
| Total Contributed Support | \$ _____ | |
| Earned Support | | |
| Government Contracts | \$ _____ | |
| Earned Income | \$ _____ | |
| Fundraising Events and Products | \$ _____ | |
| Membership Income | \$ _____ | |
| In-Kind Support | \$ _____ | |
| Investment Income | \$ _____ | |
| Other (Specify) | \$ _____ | |
| Total Earned Support | \$ _____ | |
| TOTAL REVENUES | \$ _____ | |

| ORGANIZATIONAL EXPENSES | |
|--|-----------------|
| Item | Amount |
| Salaries, Wages, & Benefits | \$ _____ |
| Insurance and/or Other Taxes | \$ _____ |
| Consultants & Professional Fees | \$ _____ |
| Travel | \$ _____ |
| Equipment | \$ _____ |
| Supplies | \$ _____ |
| Printing & Copying | \$ _____ |
| Telephone & Fax | \$ _____ |
| Postage & Delivery | \$ _____ |
| Rent & Utilities | \$ _____ |
| In-Kind Expenses | \$ _____ |
| Depreciation | \$ _____ |
| Other (Specify) | \$ _____ |
| TOTAL EXPENSES | \$ _____ |
| Difference (Income Less Than Expense) | \$ _____ |





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Grant Attachments

The following attachments are required. Note that project/program support requires two additional items. Please e-mail these documents with your application. Make sure all the information is marked so the CFGP Grant Committee can identify that everything is included.

The following items MUST be included for all types of support:

1. Copy of 501c3 federal tax exempt letter.
2. A copy of the page on which your organization is listed in the P.J. Kenedy and Sons Official Catholic Directory, OR a copy of the section in your organization's bylaws that states your organization is a Catholic entity.
3. List of your Board of Directors, with their affiliations.
4. Most recent annual report or audited financial statement.
5. One-paragraph descriptions of key staff members and their relevant qualifications.
6. Organizational budget (*Optional format on previous page*).
7. One page analysis of your strategic plan.
8. Your organization's mission statement.

For project/ program support, please include the additional items:

1. Current program/ project budget.
 2. Program/ project expenses.
- * *Optional format for program/project support is below.*

Optional Attachments:

1. Letters of agreement from any collaborating agencies, if applicable.
2. Letters of support or press releases, if applicable.





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Program/Project Budget

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

PROGRAM/ PROJECT INCOME

Fiscal Year: _____

| Contributions | Committed | Pending | Decision Date |
|-------------------------------|-----------|---------|---------------|
| Government Grant | \$ | \$ | |
| Foundations | \$ | \$ | |
| Corporations | \$ | \$ | |
| United Way | \$ | \$ | |
| Individual Contributions | \$ | \$ | |
| | \$ | \$ | |
| | \$ | \$ | |
| | \$ | \$ | |
| Other (Specify) | \$ | \$ | |
| Subtotal Contributions | \$ | | |
| Earned Income | | | |
| Government Contracts | \$ | \$ | |
| Fee for Service | \$ | \$ | |
| Fundraising events/products | \$ | \$ | |
| Membership Income | \$ | \$ | |
| In-Kind Support | \$ | \$ | |
| Investment Income | \$ | \$ | |
| Other (Specify) | \$ | \$ | |
| Subtotal Earned Income | \$ | | |
| Total Income | \$ | | |
| <i>(Contributed + Earned)</i> | | | |

Pending sources of support include requests that are currently under considerations. Please indicate the source of funding, the amount committed (if applicable), the amount pending, and the decision date. If there is no decision date, please mark it as "N/A."

| Source | Amount Committed | Amount Pending | Decision Date |
|--------|------------------|----------------|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |





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Program/Project Expenses

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

Allocate all indirect expenses in your program/project budget. Salaries and wages should be listed and broken down by individual, position, and part time or full time employee.

| Item | Amount | FT/PT |
|---|-----------|-------|
| | \$ | |
| | \$ | |
| | \$ | |
| | \$ | |
| Subtotal | \$ | |
| Insurance, Benefits, Other Related Taxes | \$ | |
| Consultants & Professional Fees | \$ | |
| Travel | \$ | |
| Equipment | \$ | |
| Supplies | \$ | |
| Printing & Copying | \$ | |
| Postage & Delivery | \$ | |
| Rent & Utilities | \$ | |
| In-Kind Expenses | \$ | |
| Depreciation | \$ | |
| Other (Specify) | \$ | |
| | \$ | |
| | \$ | |
| Total Expenses | \$ | |
| Surplus/ Deficit (Income Less Than Expense) \$ | | |





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Grant Application Checklist

Before you e-mail your application, please ensure your application includes the following items for non-capital projects:

- Grant Proposal Summary Sheet.
- Grant Proposal Narrative, not to exceed five pages.
- Itemized budget for your organization's current fiscal year.
- A copy of the IRS letter confirming your organizations 501(c)(3) status.
- A copy of the page on which your organization is listed in the P.J. Kenedy and Sons Official Catholic Directory, OR a copy of the section in your organization's bylaws that states your organization is a Catholic entity.
- If a project or program, list your project/program budget and expenses
- A list of your current Board of Directors, with their affiliations.
- Most recent annual report or audited financial statement.
- One-paragraph descriptions of the key staff members and their relevant qualifications.
- A one-page analysis of your strategic plan.
- Your organizations mission statement.
- Optional letters of support, press releases, or letters of agreement from collaborating agencies.

*** This page does is not to be submitted as part of the application. Its purpose is to aid you when compiling your final materials for the Catholic Foundation of Greater Philadelphia Grant Application.**

