



GRANT APPLICATION AND GUIDELINES JULY 2020 GRANT CYCLE – PARISH LIFE

The Catholic Foundation of Greater Philadelphia (CFGF) is an independent, nonprofit community foundation committed to growing philanthropy according to the teachings of Jesus Christ. Grounded in the principles of faith and service, CFGF meets the diverse needs of donors and Catholic institutions through charitable fund management and development consulting. CFGF also works to support community progress through Charitable Fund awards and grants.

CFGF strives to support nonprofit organizations and ministries that demonstrate sustainability and impact while aligning with our Catholic faith. We focus on entities serving the five-county greater Philadelphia area, including Philadelphia, Bucks, Chester, Delaware and Montgomery counties. CFGF favors projects that receive funding from multiple sources, whether individual or foundation support. The following criteria will be used to process all grant applications:

- **Sustainability**, including organizational strength and credibility, knowledge and experience of personnel and overall financial condition.
- **Feasibility**, including demonstration of need, project objectives and methodology and multiple funding sources.
- **Impact**, including overall effect on community, measurable outcomes and innovation of project concept

This cycle's focus area is *Parish Life*. While all typical criteria remain, only applications from, or on behalf of, parishes will be accepted and reviewed. The maximum grant award will be \$10,000. Requests should demonstrate anticipated impact on engagement in evangelization or community participation at parishes. This can include project, program or capital support. Please pay close attention to application requirements.

A few notes about the CFGF grant process:

- CFGF Grant Application deadlines are January 15th and July 15th of every calendar year
- Please allow up to 90 days after the deadline to hear back regarding your grant application
- Proposals are shared with the CFGF Grant Committee, who are responsible for making grant decisions. In addition, proposals will be viewed by CFGF's President and CEO; Senior Director, Partner Development; and Chief Financial Officer.
- Letters of recommendation or support from other funding sources are recommended.
- Repeat, multi-year requests are not desirable as CFGF's vision is to invest in programs and projects that enhance an organization's ability to self-sustain.
- Given CFGF's unique development consulting role and commitment to sustainability, we ask that all financial requests include a plan for fundraising and development support.
- Face-to-face interviews or site visits are up to the Grant Committee's discretion

ELIGIBILITY

- Applicants must be Catholic, charitable, tax exempt organization with valid 501(c)(3) status.
- For the July 2020 grant cycle, applicants must be from or on behalf of a parish. Parish schools are not eligible this grant cycle.
- Applicants should serve the five-county greater Philadelphia area, including Philadelphia, Bucks, Chester, Delaware and Montgomery counties.
- CFGP does not award grants to individuals.
- We will not fund salaries through the CFGP grant cycle, whether they be full or part-time positions.
- Your organization must be in existence for at least 3 years in order to be eligible to apply for a CFGP grant.
- CFGP will consider grants for capital improvement projects. However, at least 3 bids from potential vendors of the project must be submitted along with the standard CFGP grant application.

APPLICATION REQUIREMENTS

- A proposal is considered complete when your grant proposal summary form, narrative, and required attachments are uploaded to the corresponding cycle's Dropbox folder. A link to this folder can be found at www.TheCFGP.org/grants. Please ensure that all information is labelled accordingly for ease of identification.
- Each entity must complete CFGP's Grant Proposal Summary Form, found on pages 3-5.
- All applications must have a complete grant narrative. A guide for your narrative can be found on page 6.
- The following attachments should also be included:
 1. Itemized budget for your organization's current fiscal year. An optional format can be found on page 7.
 2. Current project/program income and expenses. An optional format can be found on pages 8-9.
 3. Most recent annual report or audited financial statement – for parishes, the most recent Report to Pastor is preferred.
 4. Copy of IRS federal tax-exempt letter
 5. 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.
 6. List of your Board of Directors, Pastoral Council and Finance Council, with affiliations for all.
 7. One-paragraph descriptions of key staff members and their relevant qualifications.
 8. An example of how you have shared the need outlined in your narrative with your community, this can be a copy of your bulletin, an email announcement, etc.
 9. For capital support, 3 bids from potential vendors of the capital project
 10. *Optional*, Letter(s) of agreement from any collaborating agencies, if applicable.
 11. *Optional*, Letter(s) of support or press releases, if applicable.



JULY 2020 GRANT CYCLE – PARISH LIFE GRANT PROPOSAL SUMMARY FORM

This form should be completed and submitted with all grant applications.

ORGANIZATION INFORMATION

Organization Name: _____

Legal Name, *if different from above*: _____

Address: _____

Phone: _____

Website: _____

Pastor, Parochial Administrator or Executive Director Name:

Contact Name, *if different from above*: _____

Contact Title: _____

Contact Email: _____

Federal Tax ID #: _____

Edition and page number of listing in the Official Catholic Directory.

Edition: 20 _____ Page Number: _____

Check this box if your organization is not listed in the Official Catholic Directory, but your organization's by-laws state that you are a Catholic entity.

GRANT REQUEST INFORMATION

Please indicate your Grant Request Category (*Select all that apply*):

Project/Program Support

Capital Improvement Support

Other, *please specify*: _____

Brief name or description of your request: _____

Amount Requested: \$ _____

Total Project/Program Budget: \$ _____

Total Annual Organizational Budget: \$ _____

Fiscal Year End: _____

State your organization's mission:

Is this request being made to any other funders?

- Yes
- No

Have you previously applied for a grant from The Catholic Foundation of Greater Philadelphia?

- Yes
- No

List the three largest funding sources, including amount, within the last fiscal year.

1. Source: _____ Amount: \$ _____

2. Source: _____ Amount: \$ _____

3. Source: _____ Amount: \$ _____

Given CFGP's unique development consulting role and commitment to sustainability, we ask that all financial requests include a plan for fundraising and development support. Which of the following areas of support are you utilizing to assist with this project?

- Increased Offertory Program
- Annual Appeal
- Capital Campaign
- Other, please specify: _____

GRANT APPLICATION CHECKLIST

Please review your application and check-off each item in the box to confirm that all applicable components are included in addition to this Grant Proposal Summary form. Numbers correlate to list found on page 2:

- Grant Proposal Narrative, not to exceed three pages
- 1. Itemized budget for your organization's current fiscal year
- 2. Current project/program income and expenses
- 3. Most recent annual report or audited financial statement – for parishes, the most recent Report to Pastor is preferred
- 4. Copy of IRS federal tax-exempt letter
- 5. 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
- 6. List of your Board of Directors, Pastoral Council and Finance Council, with affiliations for all
- 7. One-paragraph descriptions of key staff members and their relevant qualifications
- 8. An example of how you have shared the need outlined in your narrative with your community, this can be a copy of your bulletin, an email announcement, etc.
- 9. For capital support, 3 bids from potential vendors of the capital project
- 10./11. *Optional*, Letter(s) of agreement from any collaborating agencies, letter(s) of support or press releases, if applicable.

AGREEMENT

I certify that all the information included in this 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, I confirm that the proceeds of that grant will be distributed to the areas cited in this Grant Proposal. I verify that grant money received from The Catholic Foundation of Greater Philadelphia (CFGF) will not be used for the benefit of any outside organizations, individuals, or activities that do not uphold CFGF's mission.

Signature of Pastor, Parochial Administrator or Executive Director

Date

Signature of Pastoral Council Representative

Date

Signature of Finance Council Representative

Date

GRANT PROPOSAL NARRATIVE

The proposal narrative should not exceed three pages and should seek to address the elements and questions below. The following outline is a guide. In your narrative, please be as clear as possible and provide information in the order of how it is laid out below.

Organizational Background and Information

- Provide a brief summary of your organization's history.
- Describe your key achievements as an organization.
- Describe the financial health of your parish or apostolate. What portion of regular financial support comes from parishioners vs. another audience? What financial support trends have you seen over the years – offertory trends, appeal trends, etc.?
- What impact has the COVID-19 pandemic had on your parish community and what steps did you take to mitigate the effects, i.e., telephone calls, Mass, daily prayer, etc.
- For parishes, explain the enrollment trends of your registered households.
- How does your organization align with the mission and identity of CFGP?
- Please list your short-term and long-term goals. Consider areas such as ministry and outreach work, religious education, engagement of youth, enrollment, capital plans, etc. How do they strengthen our Catholic faith?

Purpose of Grant

- What issues and needs will be addressed through this project?
- What are the key goals of this project?
- How will this grant assist with sustainability?
- How will your target population and the overall community 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.
- How will your fundraising and development plan assist you with this project?

Funding

- What additional funding has been or will be sought?
- How have you communicated this need with parishioners and what was the response?
- What is the cost for the program/project?
- Will outside vendors be used, and if yes, what is the cost? Please explain why this vendor was chosen and what research you completed to come to this conclusion.
- What are additional anticipated costs?
- What is the program timeline?
- What factors of your project/program make it sustainable?

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.

Fiscal Year: _____ **Number of Employees:** _____

REVENUE	
<u>Source</u>	<u>Amount</u>
Contributed Support	
Government Grants	\$
Foundations	\$
Corporations	\$
United Way or other Federal Support	\$
Individual Contributions	\$
Total Contributed Support	\$
Earned Support	
Government Contracts	\$
Earned Income	\$
Fundraising Products/Events	\$
Membership Income	\$
In-Kind Support	\$
Investment Income	\$
Other, specify:	\$
Total Earned Support	\$
TOTAL REVENUES	\$
ORGANIZATIONAL EXPENSES	
<u>Item</u>	<u>Amount</u>
Salaries, Wages and Benefits	\$
Insurance and/or Other Taxes	\$
Consultants and Professional Fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and Copying	\$
Telephone and Fax	\$
Postage and Delivery	\$
Rent and Utilities	\$
Depreciation	\$
Other, specify:	\$
TOTAL EXPENSES	\$
Surplus/Deficit	\$

PROJECT/PROGAM INCOME AND 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.

Fiscal Year: _____

<u>PROJECT/PROGRAM INCOME</u>			
<u>Source</u>	<u>Committed</u>	<u>Pending</u>	<u>Decision Date</u>
Contributions			
Government Grants	\$	\$	
Foundations	\$	\$	
Corporations	\$	\$	
United Way	\$	\$	
Individual Contributions	\$	\$	
Other, specify:	\$	\$	
Total Contributions	\$	\$	
Earned Income			
Government Contracts	\$	\$	
Earned Income	\$	\$	
Fundraising Products/Events	\$	\$	
Membership Income	\$	\$	
In-Kind Support	\$	\$	
Investment Income	\$	\$	
Other, specify:	\$	\$	
Total Earned Income	\$	\$	
TOTAL INCOME	\$	\$	

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."

<u>Source</u>	<u>Amount Committed</u>	<u>Amount Pending</u>	<u>Decision Date</u>

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.

<u>PROJECT/PROGRAM EXPENSES</u>		
Salaries and Wages		
<u>Individual/Position</u>	<u>FT/PT</u>	<u>Amount</u>
		\$
		\$
		\$
		\$
		\$
Total Salaries and Wages		\$
All Other Expenses		
<u>Item</u>	<u>Amount</u>	
Insurance and/or Other Taxes	\$	
Consultants and Professional Fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and Copying	\$	
Telephone and Fax	\$	
Postage and Delivery	\$	
Rent and Utilities	\$	
Depreciation	\$	
Other, specify:	\$	
Total All Other Expenses		\$
TOTAL EXPENSES		\$
Surplus/Deficit		\$