

2018 Grant Application Guidelines

GRANT REQUEST GUIDELINES:

- There is one grant process for funds managed by the Catholic Foundation for the Diocese of Tucson for Stewardship and Charitable Giving.
- Grant requests may be submitted by Catholic Schools, Parishes, Catholic Community Services and other organizations under the Diocese of Tucson that are recommended by the Bishop. The service area must be within the geographic boundaries of the DOT.
- Grant requests from the DOT offices or departments under the direction of the Moderator of the Curia must be presented to that office for review and endorsement prior to being submitted to the Catholic Foundation. The Grant request will be submitted on the Grant Request Form found on the Catholic Foundation website or obtained from the office.
- Grant requests will be submitted by the Pastor, Principal, or Organization/Department head.
- Grant requests must be for one-time purchases, capital improvements, or one-time activities. Grant requests will not be considered for ongoing programs or salaries.
- Grant requests must be for services and not for administrative expenses.
- Grant requests may not exceed \$15,000 and the funds requested must complete the purchase or activity. If additional funds are required for such completion the source of those funds must be specifically identified. Grants may not be used for debt reduction, for direct payment to individuals, for events, or to establish a foundation.
- For financial accounting and Tax ID purposes, please attach your W-9 to your application.
- Please note: Grant submissions are limited to **one per parish** and **one per school** and **one per organization**. If additional grants are submitted, they will be returned with a request that only one be submitted.

GRANT REQUEST PROCESS

- Grant requests will be submitted ANNUALLY by December 31st.
- Grants will be evaluated by the Grant Committee of the Catholic Foundation and submitted through the Finance and Investment Committee for a recommendation to the Board of Directors. The Finance and Investment Committee will recommend a source of funding for each Grant Request to the Board.
- Grant requests for construction will be evaluated by the Property and Insurance Office and a recommendation submitted to the Grant Committee. Construction requests should include bids and other specific documentation from qualified vendors/contractors.
- Grant requestors shall provide additional information if requested by the Grant Committee or the staff of the Catholic Foundation.

GRANT AWARD PROCESS

- Grant requestors will be notified of the status of the request by April 1.
- Prior to funding the grant recipient will sign a Grant Agreement.
- Grants will be awarded at a special ceremony.
- Grant recipients agree to provide photographs, summary reports and other media to the Catholic Foundation for use in promotion of the grant program on request.

GRANT EVALUATION PROCESS

- Grant awards will be spent in the time requested in the Grant Request.
- A Grant Evaluation Summary will be provided to the Catholic Foundation within 90 days of completion of the purchase, program, or activity for which funds were received.
- The Grant Evaluation Summary must include proof that funds were allocated to the awarded project by attaching copies of all project receipts.
- Grant recipient organizations who fail to complete an evaluation will be ineligible for further grants.
- There is no guarantee that grants will be approved for funding.