

# St. Joseph's Catholic Healthcare Endowment Fund

## Grant Request Guidelines

St. Joseph's Catholic Healthcare Endowment Fund was set up after the purchase of Ascension/Carondelet Hospitals by Tenet. The purpose of the fund was to make sure that Catholic health care initiatives would continue in the Diocese of Tucson. The fund is an endowment, the interest of which can be used to provide support for organizations that are doing Catholic healthcare in some form or another. The following guidelines are meant to acquaint potential organizations with the purpose of the fund as well as how to apply. The goal of grants is to continue the great work of the Sisters of St. Joseph of Carondelet when they established the first Catholic hospital in the State. Special attention will be given to requests that assist particularly the poor to access healthcare services in the community. The grants will be given once a year.

### **GRANT REQUEST GUIDELINES:**

- There is one grant process for funds managed by the St. Joseph's Catholic Healthcare Endowment Fund Board.
- Grant requests may be submitted by Catholic Schools, Parishes, Catholic Community Services and other organizations in the Diocese of Tucson that are listed in the Official Catholic Directory (OCD) or a healthcare institution serving the poor that complies with Catholic healthcare directives. The service area must be within the geographic boundaries of the Diocese of Tucson.
- Grant requests will be submitted by the director or agent of the organization seeking funding.
- Funds requested must complete the purchase or activity for which a grant is being sought. 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 organization. If additional grants are submitted, they will all be returned with a request that only one be submitted per organization per year.

### **GRANT REQUEST PROCESS**

- Each year the Board will indicate the amount of grant money available for distribution and indicate the level of grants that will be honored.
- Grant requests must be submitted ANNUALLY by December 31.
- Grant requestors shall provide additional information if requested by the Award Committee.

### **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.

### **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 St. Joseph's Catholic Healthcare Fund Board within 90 days of completion of the purchase, program, or activity for which funds were received.
- Grant recipient organizations who fail to complete an evaluation will be ineligible for further grants.