



## 2019 Grant Application Guidelines

### Catholic Foundation for the Diocese of Tucson

The following guidelines are for the 2019 Grant Applications. There is one grant application process for funds managed by the Catholic Foundation for the Diocese of Tucson. There is no guarantee that grant applications will be approved for funding.

- Grant applications may be submitted by Diocesan offices, parishes, Catholic schools, Catholic Community Services, and other organizations under the Diocese of Tucson<sup>1</sup> that are in good standing with the Catholic Foundation<sup>2</sup>.
- Grant applications must be endorsed by the Moderator of the Curia (for Diocesan offices), Pastor (for parishes), Principal (for Catholic schools), or CEO/Director (for organizations).
- Grant applications are limited to one per Diocesan office, parish, Catholic school, and organization.
- Grant applications must be accompanied by relevant proposals/bids/cost estimates and the entity's W-9. Relevant proposals/bids/cost estimates must be from qualified vendors/contractors.
- Grant applications must be for programs, projects, or services that are one-time purchases or activities within the geographical boundaries of the Diocese of Tucson. Administrative expenses, ongoing activities, and salaries will not be considered.
- Grant applications must be submitted by December 31, 2018.
  
- Funds requested may not exceed \$15,000 and must complete the project. If additional funds are required for such completion, the source of those funds must be identified.
- Funds may not be used for debt reduction, direct payment to individuals, events, or to establish a foundation.

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<sup>1</sup> The Bishop of Tucson and the Catholic Foundation reserve the right to determine which organizations are considered to be under the Diocese of Tucson for purposes of funds distributed by the Catholic Foundation.

<sup>2</sup> Entities who have outstanding Grant Evaluation Summaries are not eligible for additional funding.



## 2019 Grant Application

Catholic Foundation for the Diocese of Tucson

**DEADLINE: DECEMBER 31, 2018**

The following application is for 2019 Grants distributed by the Catholic Foundation for the Diocese of Tucson. All grant applications are reviewed and approved by the Catholic Foundation’s Board of Directors.

**Only projects that meet the 2019 Grant Application Guidelines will be considered.** Applications are limited to **one per Diocesan office, parish, Catholic school, and organization.**

**Please type or print all information.** “Not Applicable” should be used to respond to those questions which you feel are not relevant. If you have any questions regarding the grant application, please feel free to contact the Foundation’s Program Manger for Grants, Katheryn Hutchinson, at 520.838.2505 or [khutchinson@diocesetucson.org](mailto:khutchinson@diocesetucson.org).

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### GENERAL INFORMATION

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Organization’s Name	Amount Requested
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Organization’s Street Address	City	Zip Code
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Representative’s Name	Title
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Representative’s Office Phone	Cell Phone	Email Address
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Organization’s description: \_\_\_\_\_

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## PROJECT INFORMATION

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Describe the purpose of the grant application (be specific):

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List the short-term goals and expected results (be specific, timeline acceptable):

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List the long-term goals and expected results (be specific, timeline acceptable):

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Who will benefit? (be specific, use descriptions)

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How many people will be served? (be specific, use numbers)

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What is the estimated project completion date? \_\_\_\_\_

How will activity be monitored? (be specific)

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How will success be measured? (be specific)

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**FINANCIAL INFORMATION**

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Total cost of the project: \$ \_\_\_\_\_

Amount Requested (Maximum \$15,000): \$ \_\_\_\_\_

Difference: \$ \_\_\_\_\_

Who will certify the accounting information relating to this grant? (name and position)

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How will the difference be funded?

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Itemize in dollar amounts how the funding from the grant will be used.

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**REQUIRED: ATTACH RELEVANT PROPOSALS/BIDS/COST ESTIMATES  
FROM QUALIFIED VENDORS/CONTRACTORS**

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## ACKNOWLEDGEMENTS AND RELEASES

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By signing below, I represent that I am over the age of eighteen (18) years and that I am permitted to act on behalf of and represent the organization this grant application is for.

I grant the Catholic Foundation for the Diocese of Tucson the rights and unrestricted permission to use my name, image, and/or voice in any photos, video recordings, and the like, as well as the name of the organization I represent, taken or made on behalf of the Catholic Foundation, to be used for any purpose consistent with the Foundation's mission. These uses include, but are not limited to videos, publications, news releases, websites, and any promotional or educational materials in any medium.

I understand that I will complete the 2019 Grant Evaluation Summary for the Catholic Foundation by December 31, 2020, and that the organization I represent will be ineligible for addition funding from the Catholic Foundation until I do so.

I attest that all information given in this application is true and correct to the best of my knowledge, and that I have read the foregoing and fully understand its contents.

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**Representative's Signature**

**Date**

By signing below, I attest that I have reviewed and endorse this application.

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**Moderator of the Curia/Pastor/Principal/CEO/Director's Signature**

**Date**

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## SUBMISSION

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**For financial accounting and Tax ID purposes, please attach your W-9 to this application.**  
*If your organization has previously been awarded a grant from the Catholic Foundation for the Diocese of Tucson, your W-9 is on file.*

Please submit your completed and signed application, and required documents, to:

Mail: Catholic Foundation for the Diocese of Tucson  
Attn: Grants Department  
PO Box 31  
Tucson, Arizona 85702

Email: [khutchinson@diocesetucson.org](mailto:khutchinson@diocesetucson.org)