

**THE CATHOLIC FOUNDATION
ARCHDIOCESE OF SANTA FE
4333 Pan American Freeway NE, Suite D
Albuquerque, NM 87107
(505) 872-2901**

2010 Grant Proposal Guidelines

The Catholic Foundation recognizes that the current economic turmoil has placed an especially heavy burden on working families and those who have lost jobs or homes. As a charitable foundation dedicated to advancing the mission and ministries of the Church, we also recognize that parishes, schools and social service organizations play a leading role in helping families cope through these difficult times. We have explored ways we can effectively help the Church respond to the problems and needs that threaten the well-being of families in our communities.

This year, all grants will focus on demonstrable, urgent human needs. Funding primarily will be limited to programs that address basic human needs, for example, counseling and pastoral support to cope with social and economic distress, shelter for the homeless, food for the growing number of people going hungry, financial counseling for people facing severe economic loss. There will be a few grants available for historic preservation. Grants will range in size from \$2,000 to \$7,000 each.

Grant proposals for 2010 are now being accepted. The following guidelines are intended to help grant applicants prepare a proposal that fits The Catholic Foundation's requirements.

Eligibility

The following criteria must be met in order to be eligible for a grant from The Catholic Foundation:

1. The grant applicant must be listed in the Official Catholic Directory of the Archdiocese of Santa Fe. However, an organization that is not listed in the Official Catholic Directory of the Archdiocese of Santa Fe may apply for funding from The Catholic Foundation if the organization is collaborating with a Catholic parish, school or an organization listed in the Director. The pastor, principal or executive director of the sponsoring school, parish or organization must endorse the grant application of any such organization.
2. The applicant must be tax-exempt under §501(c)(3) of the Internal Revenue Code.

This year, The Catholic Foundation will not accept proposals for:

1. Grants to individuals.
2. Programs whose primary purpose is tuition support.
3. Capital expenditures consisting of land, buildings or permanent fixtures.
4. General support or operating expenses. Salary expense may be considered, provided it is directly related to the program and does not extend beyond the 12-month grant period.

An eligible organization, school or parish may submit proposals for more than one program a year. There is no limit on the number of consecutive years a program may be funded, but a new proposal must be submitted each year.

Preparing a Grant Application

All grant proposals must be typed or computer generated. Applicants should use the grant proposal form prepared by The Catholic Foundation for the year 2010, which may be obtained through our website at: www.thecatholicfoundation.org, or by calling (505) 872-2901. You also may stop by the Foundation office between 8:00 a.m. and 4:30 p.m. Monday through Friday and pick up a proposal form.

Submitting a Grant Application

An original plus three copies of the completed grant proposal should be submitted to:

The Catholic Foundation
4333 Pan American Freeway NE, Suite D
Albuquerque, NM 87107

Grant proposals must be postmarked for delivery to The Catholic Foundation by midnight on Friday, April 23, 2010, or hand-delivered to The Catholic Foundation office no later than 4:30 p.m. on Friday, April 23, 2010. Late or incomplete proposals will not be accepted.

Grant Decisions

The Foundation's Grant Committee will review and evaluate grant proposals according to established guidelines, and will submit recommendations to the Board of Trustees. All grant applicants will be notified of the decisions of the Board before the end of July. Successful applicants will be required to complete a contractual agreement before funds are disbursed. A formal presentation of grant awards will be made at the Foundation's annual grant awards event.

Evaluation Procedures

All grant recipients must report on the expenditure of grant funds and the results of the funded program. Mid-year and final progress reports are required and the forms will be sent at the appropriate times. Failure to submit a progress report will disqualify the grant recipient from further funding by The Catholic Foundation. Please be advised that The Catholic Foundation will conduct random pre- and post-site visits during the grant cycle.

For More Information . . .

If you have questions or need additional information about completing a grant proposal, you may call Marta Santiago at The Catholic Foundation, (505) 872-2901.

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GRANT PROPOSAL

I. SUMMARY

Name of Organization: _____

Address of Organization: _____

Contact Person and Title: _____

Phone (work): _____ Phone (summer/evenings): _____

Fax: _____ E-mail: _____

Amount of Request: _____

Program Summary (2-3 sentences).

Program Objectives. These are the expected outcomes of the program, and should be time-limited, measurable and specific. (3-4 sentences).

Population served (1-2 sentences).

III. FINANCIAL

- A. Give the total cost to operate the program. This figure is the sum of all budgeted expenses, and should be one grand total.

- B. State the amount requested from The Catholic Foundation. It should fall within the \$2,000 to \$7,000 range.

- C. If your organization's income statement shows revenues in excess of expenses for the year, explain why you need outside funding for this project or program.

IV. ATTACHMENTS

- A. The **program/project** budget (use attached form).

- B. Copies of the organization, school, parish or ministry's most recent annual operating budget. Year-to-date Balance Sheet or Statement of Financial Position, and year-to-date Income Statement or Statement of Financial Activity. (Submit one (1) original **and** three (3) copies.)

- C. Organizations other than parishes and schools of the Archdiocese of Santa Fe must provide evidence of 501(c)(3) tax-exempt status.

- D. A list of the organization's board of directors, or the school/parish's advisory board.

Date

Grant Applicant

AND

Authorizing Agent
(The individual financially responsible for the use of potential grant monies, to include the school principal, parish pastor, or executive director of the applicant or collaborating organization.)

PROGRAM/PROJECT BUDGET WORKSHEET
(List all income and expense you anticipate for the program/project)

Income Source	Amount	Expense Type	Amount
Parish/School		Salaries and Wages	
Archdiocese		Benefits and Taxes	
Grants:		Professional Fees	
Catholic Foundation		Office Supplies	
Other		Program Supplies	
In-Kind Contributions		Printing and Copying	
Individual Contributions		Travel	
Fund Raising		Telephone	
Program Fees		Occupancy (mortgage, rent, etc.)	
Other (Specify)		Furniture & Equipment	
		Other Expenses (specify)	
Total Program/Project Income		Total Program/Project Expense	

***Note: The total program revenue and the total program expense should match. In other words, a balanced budget for the project or program needs to be presented.**

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GRANT PROPOSAL CHECKLIST

Before submitting your grant application to The Catholic Foundation, please use this checklist to ensure that you have included all the required materials. **Please place this checklist on top of your application and return it to us.** Thank you.

- Four (4)** complete Grant Proposals including all attachments:
(1 original and 3 copies.)
- Name of contact person and his/her telephone numbers.
- Program/project budget worksheet.
- A copy of your organization's most recent annual operating budget.
- A copy of your organization's most recent balance sheet.
- A copy of your organization's most recent income statement.
- Evidence of 501 (c)(3) tax-exempt status (if your organization is not a parish or school in the Archdiocese of Santa Fe).
- A list of your organization's board of directors or the school's/parish's advisory board.
- Signature of the grant applicant, **and**
- Signature of the fiscal agent, who is the individual financially responsible for the use of potential grant monies, i.e. the principal of the school, the pastor of the parish, or the executive director of the applicant or affiliated organization.

Please do not enclose resumes or letters of support with your proposal.

Please do not bind or place covers on your grant proposal. A staple in the upper left corner of the original and each copy of your proposal is sufficient.