

Please read the Guidelines, then go to Page 2 to complete the application form.



***Advancing the Mission* GRANT GUIDELINES**

within the Catholic Foundation for

Evangelization

The purposes of this Endowment are to provide for evangelization, including but not limited to support for the Evangelization Department of the Catholic Diocese of Green Bay in its efforts to operate the department and promote staff development, including ongoing staff training; to provide support for worship, spirituality, sacred music, youth and young adult ministry, marriage preparation, family life, baptism preparation, campus ministry, retreat operations and activities and the RCIA program; and to provide resources to fund new evangelization initiatives for Diocesan-wide, vicariate, parish cluster and/or parish programs.

The purpose of the Catholic Foundation is to encourage Catholic stewardship and generosity through endowment funding and planned giving. It will facilitate Catholic activities through grants from the various funds.

Characteristics upon which your grant applications may be judged:

Criteria includes, but is not limited to:

1. Advances Christian values and the mission of the Church of Green Bay
2. Meets a priority need in the diocese or parish
3. May be carried out within a regular setting -- diocese, parish, school, other Catholic entity
4. Encourages collaboration
5. Is not duplicative
6. When applicable, should be able to continue program/project after the duration of the grant
7. Judiciously uses the dollars available
8. May be shared with other parts of the Diocese
9. Please note the following items will NOT be considered through this grant process: *structural building projects, purchasing computers, books, travel costs or refreshments.*

Procedure for requesting a grant:

1. Complete application (available on web site at Catholicfoundationgb.org/apply).
 - a. Choose the appropriate application blank based on the specific guidelines of each endowment (Guidelines are available on page 2 of the individual application blank.)
2. All *internal diocesan grants* must be brought forward by the Area Director to the Director for Administration for review and recommendation.
3. All *school, religious education* requests must be brought forward by the appropriate educational / catechetical leader for review and recommendation.
4. All requests for tuition assistance should be brought forward by the school system instead of individual schools. For example, GRACE, ACES, Lourdes Academy instead of St. Mary School. Stand-alone schools may submit individually.
5. All *parish grant* requests must have approval and signature of the pastor/parish director.
6. Grant requests are due in the office by February 1. The grant making committee will meet in late February to make recommendations.
7. Grants will be finalized at the March Catholic Foundation Board meeting.
8. Grant monies will be available by June 30 and are expected to be used during the following fiscal year.
9. The grant recipient must acknowledge the Catholic Foundation's support on all materials or in all presentations, while also working with Foundation staff on other ways to publicize their program and the Catholic Foundation. Be mindful of the benefit received from the Advancing the Mission campaign.
10. A final report must be made available to the Catholic Foundation within three months after the completion of the project/program, which outlines whether or not a purpose/objective has been satisfactorily met.



ADVANCING
THE MISSION

For Office Use Only

Date Received: _____ Signatures: _____

Amount Requested: \$ _____ Letter sent: _____

Amount Approved: \$ _____ Database: _____

EVANGELIZATION ENDOWMENT GRANT APPLICATION

Must be postmarked by February 1
Catholic Foundation - Evangelization
PO Box 22128, Green Bay, WI 54305-2128

Date - (drop down)

Amount requested \$

Fill out the appropriate section: A or B

A. Name of Parish(es), Organization, or Vicariate:

Address

City

State

Zip

If Parish, Pastor or Director name

Name and title of contact person

E-mail address

Business phone number

B. Name of Individual

Address

City

State

Zip

Email address

Phone number

Cell/Business number

*Please take note of the following projects/programs/or items which will almost certainly NOT be considered through this grant process:
typical programming cost.*

Please comment on the questions below in the space provided. Attached additional pages if needed.

1. **BRIEF DESCRIPTION** of amount requested and project/purpose in 100 words or less: (Example: \$1,000 - Vicariate wide Evangelization initiative.)

2. **GOAL OF PROJECT/PROGRAM** in 250 words or less: What is your goal for this project/program? Why is it needed? What target population, if any, will be the focus for your project? How does this project fit into the mission of your parish/organization?

3. **OBJECTIVES AND PROJECT NARRATIVE** in 250 words or less: specifically, how will this improve Evangelization for you or your parish(es)?

4. **TIMELINE** in 200 words or less: Please give a projected time line for your requested project/program.

5. **EVALUATION** in 200 words or less: How will you evaluate the outcome of this project/program?

6. **PROJECT/PROGRAM** in 200 words or less: Please itemize anticipated costs (materials, equipment, services, supplies, etc.) If you are taking a class, please list class titles, # of credits and cost per credit. *Please do not include items such as transportation or room & board.*

Please check the box if you have received a grant for THIS project/program in the past.

Submitted by

Applicant Signature

Date

Pastor/Parish Director/Diocesan Director
Signature Required

Date

Pastor/Parish Director/Diocesan Director
Print Name

- Please read these instructions carefully. Note: We must have printed, signed copies.***
- 1. Print the form, attach additional materials, sign the application, get appropriate signatures.*
 - 2. MAKE A COPY, then mail to address below.*

***Please direct any questions or inquiries
and your application to:***

**Cindi Brawner, Executive Director
Catholic Foundation-Evangelization
PO Box 22128,
Green Bay, WI 54305-2128
877-500-3580 ext. 8173 or (920) 272-8173
CatholicFoundation@gbdioc.org**



*If you are having problems printing this form, please check that your software is up to date.
If not please visit <http://get.adobe.com/reader/> to update your software.*

*The mission of the Catholic Foundation is to encourage financial stewardship and generosity
by providing a faith-based avenue for giving. Our vision is to be known and trusted
throughout our Diocese as the preferred faith-based foundation for giving.*