



Catholic Foundation Grant Guidelines

The Catholic Foundation for the Diocese of Green Bay makes annual distributions from areas of interest funds, designated funds, donor advised funds, as well as affirms the Bishop's use for the proceeds of the Greatest Needs Fund.

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. The intentions of the donor --will be given the highest consideration in the awarding of grants.

Characteristics upon which grant applications may be judged:

Criteria include, but are not limited to the following:

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.

CATHOLIC FOUNDATION GRANT APPLICATION

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

Date - (drop down)

Amount requested \$

Name of organization/group/diocesan department:

Address

City

State

Zip

Name and title of contact person

E-mail address

Business phone number

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 75 words or less:

2. GOAL OF PROJECT/PROGRAM in 200 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 organization?

- 3. OBJECTIVES AND PROJECT NARRATIVE in 300 words or less: Specifically, what will you do? How will you do it?**

- 4. TIMELINE in 200 words or less: Please provide a schedule of events, or timetable, for your project/program.**

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

6. **FUTURE FUNDING in 150 words or less: How do you intend to continue this project after exhausting funds provided by the Catholic Foundation?**

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

Please submit copies of the following with this application:

1. Complete list of program or organization's officers and directors.
2. Most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.

Submitted by

Applicant Signature

Date

Pastor/Parish Director/Diocesan Director/Organization - Required
Signature of person approving application

Date

Pastor/Parish Director/Diocesan Director/Organization
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-CF Grants
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.*