



## Parish/School/Organization Grant Application

### Guidelines:

1. All Grants must be approved by the Board of Trustees.
2. The Board will usually only consider Grant requests between \$500 and \$3,000.
3. All Grant Applications and all supporting documents are due at 5 p.m. on April 1st. If April 1st falls on a Saturday or Sunday, applications are due at 5 p.m. the following Monday.
4. Grant requests will not be considered at any other time.
5. All Grant Applications must have the approval of the Pastor and must include his signature.
6. Only one Grant Application will generally be funded per parish/school/organization. In the event that more than one application is received, the Pastor will be contacted and asked to rank each submitted application in priority order.
7. Generally, preference is given to projects or programs that can be completed or substantially completed with a Grant from The Catholic Charitable Foundation within one year of the Grant. The Grant may be used in combination with other available funds necessary to complete the project or program.
8. Due to limited funds not all requests will be funded and some requests may not be fully funded. Please continue your other fundraising efforts.
9. The Catholic Charitable Foundation Board of Trustees will consider Grant Applications at its spring meeting. All applicants of approved Grants will be notified and checks will be disbursed no later than June 30.

**Application:**

<b>Name of Parish/School/Catholic Organization</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Person in Charge of Project</b>	
<b>Pastor Signature (REQUIRED)</b>	
<b>Telephone Number for Project Coordinator</b>	
<b>email Address for Project Coordinator</b>	
<b>1. What is the amount of the grant you are requesting?</b>	
<b>2. Please describe your project/program and specify how you will use Grant funds. Attach additional pages if needed.</b>	
<b>3. What is the total amount needed for the project?</b>	
<b>4. Please explain why this project is needed.</b>	
<b>5. Please describe when, where and how this project/program will be implemented.</b>	
<b>6. Please list the amount of funds already raised and/or anticipated to be raised for this project.</b>	

If additional room is needed to answer any of the above questions, please attach a separate sheet to this application with your response.

Please feel free to attach any supporting documents to this application. Submit all information **no later than 5 p.m. on April 1, 2017** to:

Steve McKay, Secretary/Treasurer  
The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo  
P O Box 1829  
San Angelo, TX 76902-1829  
Phone 325-651-7500  
Fax 325-651-6688  
Email [smckay@sanangelodiocese.org](mailto:smckay@sanangelodiocese.org)