



Catholic Foundation Grant Application Instructions Fiscal Year 2024-2025

Introduction:

The Catholic Foundation is honored to partner with you in your mission to serve God. Established in 1987, its mission is to build a Christ-centered future for the good works of the Church in North Florida through inspired charitable giving. Each year, if earnings from the investments of foundation assets are sufficient and the Bishop approves distribution, the foundation announces grant opportunities to support various areas of focus. The Grants Review Committee acts on behalf of the Catholic Foundation in reviewing grant applications and recommending awards to the full Board of Directors for approval.

We give thanks to the generous and faith-filled donors whose gifts make these grants possible.

Who can apply:

Only organizations, and associated ministries affiliated with those organizations, listed in the Official Catholic Directory for the Diocese of St. Augustine, or projects/programs operated under the auspices of the Bishop of St. Augustine may apply.

Grants are not ordinarily given for the following:

- Salaries
- Direct service benefits (i.e. food assistance, rent subsidies)
- Reimbursements for projects/programs that have already occurred or are already paid for
- Ordinary, regularly recurring operating expenses
- Individual request amounts more than \$10,000
- Total amount awarded to one entity that may include several grant applications will not exceed \$10,000

Funding priorities:

The Catholic Foundation will consider requests that reflect the mission and values of our Catholic faith in the following areas of focus. Organizations and their proposals must be engaged in addressing one or more of these specific areas. Funding is given greater consideration when the application demonstrates the intersection of need, opportunity, potential impact, and collaboration within one of these funding priorities.

- 1) Evangelization – emphasize one-on-one conversations about faith, have a clear strategy, and focus on the formation of staff and key volunteers:
 - Support initiatives for training in evangelization and strategic leadership
 - Support and provide access to leadership formation programs

- 2) Community outreach – strengthen our local communities through support for programs that offer disadvantaged families and individuals of all ages:
 - Access to services that meet basic human needs
 - Opportunities to work, recreate, and fully participate in community life
 - Avenues for achieving self-sufficiency and making positive contributions to their community

- 3) Parish life – create a strong faith community through parishes, apostolates, and other ministries for projects that:
 - Build welcoming and attractive parishes
 - Support resource equipment, materials, technology development for communications, and outreach related to parish community development
 - Strengthen families, improve faith formation for children and adults, and express the love of God in liturgical life.

Particular consideration will be given to the following criteria:

- Clarity of goals and likelihood of success
- Measurable outcomes that are identified and can be realistically achieved
- The project/program helps fulfill the mission of your organization
- Leadership is in place to carry out the project/program and it is ready to be implemented in the following year
- The project/program is a well-planned approach to solving a problem and/or delivering services that are likely to continue and expand after the grant period, to become self-supporting
- Reasonableness of the project/program budget

- Needs that might go unfunded due to budget constraints
- A project or capital expenditure (equipment, computer hardware or software, training) that would build capacity within the parish, school, or ministry

How to apply:

1. Determine which funding priority identified above **best** describes the project/program. Call 904-208-6927 if you have any questions about eligibility.
2. **Carefully read and follow all grant application instructions.**
3. Fully complete the Catholic Foundation Grant Application and supply the following:
 - a. Please use the attached project/program budget
 - b. A letter of approval and support from the pastor, school principal, or diocesan ministry director who is sponsoring the project/program
 - c. Project expense quotes (Please refer to the diocesan policy for obtaining quotes on large parish expenditures.)
4. Applications should be typed or neatly printed. (Please do not include brochures, pamphlets, or other similar documents.)
5. Submit all materials in PDF form via e-mail to cfgrants@dosafll.com or mail the original to the Catholic Foundation at 11625 Old St. Augustine Road, Jacksonville, FL 32258.
6. **Regretfully, we will not be able to accept applications received after 12/15/24.**

If additional information is required, the Grants Review Committee will contact the contact person listed on the application.

If a grant is awarded for your project, you agree to do the following as a condition of grant acceptance:

1. Provide a letter of acknowledgment to the Catholic Foundation upon receipt of grant funds. **DUE: MAY 30, 2025.**
2. If requested, please facilitate a call or site visit from a member of the Grants Review Committee to document your good works and project management.
3. Permit the Catholic Foundation to share the good news of your grant award through all media platforms.
4. Submit an interim report that includes a progress narrative, expenditures to date, and digital photos of the program in action, if it has occurred or is currently in progress. **DUE: OCTOBER 31, 2025** (If the project/program is complete as of this report's due date, this will be considered the final report.)

5. Submit a final report to include the outcome of the program, who and how many it impacted (performance measure), the final expense report, and digital photos of the program in action. **DUE: APRIL 30, 2026.**
6. Upon completion of the program/project, please return any *unused* grant funds to the Catholic Foundation.
7. The foundation encourages you to raise awareness for this grants program and its many fruits in our diocese, by sharing about your project and grant funding through your bulletins, websites, newsletters, emails, or social media, etc.

PLEASE NOTE: If grant terms and conditions are not met, organizations may be required to return the funds and/or be deemed ineligible for future grants.