



DIOCESE OF JEFFERSON CITY

APPLICATION FOR FUNDING

Send one (1) copy of the proposal you are submitting for funding to:

Deacon Dan Joyce, Director
Catholic Campaign for Human Development
Diocese of Jefferson City
P.O. Box 104900
Jefferson City, MO 65110-4900

The deadline for submitting proposals to the diocesan CCHD office is March 1.

CCHD will consider proposals requesting grants of *not less than* \$1,000 and *not more than* \$10,000.

Approved grant amounts may be less than the amounts requested, and there is no guarantee that a project subsequently will be re-funded. Grants awards are for one-year only. Any organization or any initiative of an organization/affiliate group that has received CCHD funding for any period totaling six years will be **ineligible to apply for CCHD funding for a three-year period.**

“Organization” refers to the incorporated entity, the umbrella organization, or the sponsoring agency of an initiative/project. Initiatives/projects can be separate and distinct activities or endeavors carried out under the sponsorship of an organization. An initiative/project addresses a distinct constituency (neighborhood, seniors, women, etc.) and/or a distinct issue (rural issues, housing, or community development).

CCHD will typically notify applicants of their funding status no later than June 15 of the current year.

ALL PROPOSALS MUST INCLUDE THE CATEGORIES AND INFORMATION LISTED BELOW. FAILURE TO PROVIDE REQUESTED INFORMATION MIGHT RESULT IN NO FUNDING FOR THE PROPOSAL. Proposals shall be limited to no more than five (5) typed pages. Attachments, exhibits, maps, letters of recommendation, etc. may be included whenever necessary or helpful (and shall not be counted against the five-page limitation).

Please number each page of the application in the upper right hand corner in the following format:

Page ____ of ____ pages

I. PROJECT TITLE

Name or title that will identify the organization and/or project. It is helpful to include the region, county, or community in which the project/organization will function.

II. APPLICANT AGENCY

Submit name and address of the group or organization requesting assistance. Include phone numbers and names of officers and contact persons. Include whatever information is necessary to make direct contact with the group or organization. The applicant agency should be the group or organization that actually operates the project, not a secondary organization acting as a fiscal agent for the operating group. Please indicate if your organization or project is incorporated, non-profit, or tax-exempt (if so, indicate if it a Section 501(c)(3) or 501(c)(4), or has a tax-exemption application pending with the IRS). If a fiscal agent is used, please give all identifying information.

III. SUMMARY OF ASSISTANCE REQUESTED

Please provide a concise statement of the total amount and kind(s) of assistance requested and the nature of the activities the aid will support (please be as specific as possible).

IV. CHARACTERISTICS OF PROJECT, COMMUNITY AND ORGANIZATION

Please state goals and objectives; provide the geographic area to be served, the number and characteristics of people expected to be served, the kind of staff that will be used (e.g., professional, paid and/or volunteer) and what services they will provide for the project or organization.

State what income level you use to define poverty in your community. Include the sources from which you draw your definition of poverty.

V. CONDUCT AND ADMINISTRATION

Describe how the organization is structured. List members of the policy-making board, board of directors or advisory board and give a brief biographical sketch of each, their individual terms of office, how they were chosen (e.g., elected or appointed) and if their economic status is above or below poverty level.

Describe how personnel (paid and volunteer) are selected; give details of services or activities; give locations or sites involved in the project/proposal, and describe any special skills, knowledge, equipment and supplies necessary for the project.

VI. PARTICIPATION

Detail the role that membership, client groups, interested citizens, community groups or organizations, etc., play in the design and review of operations, policy, and decision-making for the organization or project.

VII. JUSTIFICATION OF NEED

Describe the situation the project is designed to aid. Indicate in as much detail as possible how the project will address root causes of poverty, or alleviate poverty and its consequences?

VIII. ASSISTANCE REQUESTED

Submit as part of the proposal a formal statement requesting assistance from the Catholic Campaign for Human Development that includes: the total amount of funds requested/services desired; the specific timeframe when funding is requested; and the length of time the aid will support or supplement the project.

IX. BUDGET FOR THE ALLOCATION OF ANY FUNDS REQUESTED

Provide a well-documented and organized budget. Budget categories (for example, staff and program expenses) should be appropriately and fully detailed for the particular project/organization.

If you are requesting partial funding, please show the budget for the entire program or project and indicate what portion the CCHD funds will support.

If you are asking for funding of an organization project, you must show both the project and the organization's full budget.

If you are seeking aid from other agencies, foundations, membership, or any other source, list each of them and show the amounts requested as well as the amounts received.

It is essential that applications have the requested budget information, failure to do so may result in no funding for the proposal.

X. CERTIFICATION

Provide a brief statement by a responsible party that the applicant agency has and will have the capacity to perform as indicated in the application, and that all the information given in the application is correct and true. The statement should conclude with the signature and official title, office, or position of the person making the certification.