

## Grant Policy & Procedure

The Catholic Foundation provides financial support to catholic educational, parish, religious and charitable groups that comprise the Catholic community of the Diocese of San Jose located in Santa Clara County, California. The Foundation enables these groups to accomplish not only their goals but also the goals established in the Pastoral Plan promulgated by Bishop Patrick J. McGrath for the Diocese of San Jose in 2002.

The Foundation embarked on a campaign in 2005 called “Rooted in Faith Embracing our Future”. Some of the funds raised by the Campaign are endowed to ensure a continuing source of funding for particular case elements. Please see the Foundation website for detailed information on each of the Campaign case elements:

<http://www.catholicfoundationscc.org/CaseStmt.pdf>

The chart below indicates how the Foundation provides financial support for each of the case elements:

|   | Case Element                              | Grant Process  |
|---|---|--|
| 1 | Pastoral Ministry Training                | Grant Application submitted by Parish, Diocesan Department, or program stating purpose/use of funds with annual report on usage of funds                 |
|   | Parish Outreach                           |  |
|   | Parish Stewardship                        |  |
| 2 | Catholic Charities                        | Grant Application by Diocesan Officer, Vicar General, or CEO of organization with quarterly funding to beneficiaries and annual report on usage of funds |
|   | Clergy Retirement                         |  |
|   | Diocesan Debt Reduction                   |  |
|   | Parish Sharing                            |  |
| 3 | Institute for Leadership in Ministry      | Grant Application submitted by Diocesan Department in charge of these programs with annual report on usage of funds                                      |
|   | Catholic Education Tuition Assistance     |  |
|   | Youth Ministry Staff Recruitment/Training |  |
|   | Young Adult Ministry                      |  |
|   | Social Justice Education                  |  |
|   | Seminarian Training                       |  |
|   | Diaconate Training                        |  |
|   | Parish Repair and Refurbishment           |  |
|   | Parish Acquisition and Construction       |  |
|   | Cathedral Basilica of San Jose            |  |

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The Catholic Foundation does not make grants to individuals. The Foundation makes grants to ministry programs, projects, and institutions within the Catholic community of Santa Clara County, California only. All grants are awarded on a one-time basis only. Though applicants may apply for a new grant each year, we do not guarantee continual approval.

### Grant Application Procedure:

| <b>Application for funds available in the following three areas:</b> | Total Funds Available |
|--|-----------------------|
| Pastoral Ministry Training   | \$ 48,500             |
| Parish Outreach  | \$ 48,500             |
| Parish Stewardship   | \$ 40,500             |

1. Requests shall be submitted on the form – “Grant Application”- available from the Catholic Foundation of Santa Clara County. The form should be signed by the applicant and the Pastor of the Parish, if parish-based.
2. The application is to be submitted to the Grant Administrator, Catholic Foundation, 777 N. First Street, Suite 740, San Jose, CA 95112 by mail, email, or fax.
3. The applicant shall receive a confirmation letter from the Foundation Grant Administrator within 30 days of submission. The deadline for receipt of applications to be considered for this grant cycle is **March 31<sup>st</sup>, 2010**.
4. The Foundation Grant Committee shall review the application and recommend acceptance, rejection or modification of the request, and present it to the Board of Directors.
5. The Catholic Foundation Board of Directors or its Grant Committee may request an interview of the appropriate parties associated with the project during the review process.
6. The Catholic Foundation Board of Directors and/or its Grant Committee shall inform the applicant of acceptance or rejection of the grant request by **June 1<sup>st</sup>, 2010**. Successful applicants will be required to sign a grant agreement before the Foundation disburses any funds.
7. Funds for approved applications will be disbursed by the Catholic Foundation within 30 days of the Foundation’s receipt of a signed grant agreement from the grantee.
8. Unused funds approved and distributed for projects shall be returned to the Catholic Foundation.
9. The Catholic Foundation should be notified by the recipient organization and given the opportunity to be, or not be, included in any promotional materials or press releases related to the program funded in part, or whole, by the Catholic Foundation.
10. Grantees must provide the Foundation with a brief written report on their use of grant funds, to enable the Foundation to determine that its funds are being used properly.