

## **Grant Preparations**

Applying for a grant from the Subcommittee on Home Missions does not require special expertise. Submitting incomplete information, however, can delay or even block the consideration of an otherwise good proposal. Before filling out an application form, please read the following instructions carefully.

## **Applicant**

The Guidelines state that only three groups of people, divided into two classes, may apply for Home Missions grants: diocesan bishops; provincials of religious institutes; and heads of national, regional, or interdiocesan Catholic organizations (see Guidelines for Funding). Under no circumstances will the Subcommittee entertain applications from any other source.

## **Grant Coordinator**

Each arch/diocese, religious institute, and organization should appoint a coordinator for the grant application. This person should ensure that all the pieces of the application are properly completed and submitted in a timely fashion. The coordinator's name, address, telephone number, fax number, and e-mail address should appear on the Grant Application Summary form. Occasionally, the Subcommittee must request further information regarding a grant application. It is important that the coordinator respond in a timely manner to such requests. Incomplete applications cannot be considered for approval.

## **Grant Size**

There is no minimum grant for which you may apply. The maximum grant any arch/diocese, religious institute, or organization may receive is \$125,000.

All applications must be signed by the applicant (diocesan bishop, provincial, head of organization).

## **Endorsement**

Every grant application must include a bishop's endorsement.

**Arch/Diocesan Applicants:** Besides signing the application, the diocesan bishop is asked to write a separate letter of endorsement explaining the value of the program to the diocese. This letter should be sent with the rest of the application materials.

**Religious Institute and Organization Applicants:** The Subcommittee will not consider applications from provincials or heads of organizations unless they carry episcopal endorsement. Please ask at least three diocesan bishops whose dioceses the program will

affect to send original letters explaining its value to their diocese. The bishops should send endorsement letters directly to the CHM office no later than April 1.

## **Financial Statements**

All applicants must submit two copies of their financial statement for the fiscal year just completed. Audited financial statements are strongly preferred. Summaries or simple balance sheets are not acceptable. Financial statements must cover current beginning and ending fund balances, current assets and liabilities, and revenues and expenditures for the fiscal year. If the most recent statement is not yet available, do not include financial information from the previous year; simply indicate on the Application Checklist when the information will be available.

Applicants are encouraged to include comments on the data presented in their financial statements. This is especially important if the statement indicates the possession of large assets or includes potentially confusing notes or figures.

Arch/Diocesan Applicants must furnish two copies of:

1. an audited financial statement for the fiscal year just completed. This statement should not be "consolidated," but rather should cover the accounts of the diocese's central administrative offices.
2. an audited financial statement for any diocesan foundations (if applicable).
3. the Home Missions Financial Summary form. If the current statement is not available by October 1, please do not analyze financial information from the previous year. Instead, submit the CHM Financial Summary form with the financial statement when it becomes available.

Religious Institute Applicants must furnish two copies of their most recent financial statement that covers the accounts of the province. If there is not a province, the statement should cover the congregation as a whole, including retirement funds.

Note: Religious institutes should also include current information indicating the total number of members, the number of active and retired, and the average age of membership.

Organization Applicants must furnish two copies of their most recent financial statement.

Submit an original and one copy of all application materials.

Clearly mark which copy is the original and which is the copy. Please do not place applications in elaborate bindings. In order to assist you in submitting all required materials, we have provided a checklist. Please submit two copies of the checklist with your application packet.

## **Application/Grant Cycle**

Application materials are available in mid-August each year; all applications must be postmarked by April 1. This deadline must be strictly observed. Late applications cannot be accepted unless prior written notice has been given that compliance with the deadline is impossible. The Subcommittee makes grant decisions once a year in September, applicants are notified of a decision by October, and grants are disbursed in January.

## **General Tips**

Be concise but thorough; stick to the facts. Only answer the questions asked. Try to make the descriptions something you would enjoy reading. Include real life details which bring the project to life, as well as concrete examples of how the project has impacted the community. If citing statistics, provide original sources. Do not include attachments (ie: brochures, newsletters, newspaper clippings, etc.) unless directly relevant to the program for which funding is requested.

## **Mail applications to:**

The Most Reverend (Michael W. Warfel), Chairman  
Subcommittee on Home Mission  
U.S. Conference of Catholic Bishops  
3211 4th Street, NE  
Washington, DC 20017-1194

## **For Further Assistance**

Questions about eligibility or about any of the information requested for the application may be addressed to:

Ken Ong  
Grants Specialist  
United States Conference of Catholic Bishops  
3211 4th Street, NE  
Washington, DC 20017-1194

Phone: (202) 541-3010 or (202) 541-3450 E-mail: [homemissions@usccb.org](mailto:homemissions@usccb.org)

The staff will make a special effort to help those who have little experience in applying for grants.

## **Specific Instructions**

Each application should include the following specific information on each program proposed for funding. Please supply all the information requested under each heading:

## **Description**

Describe the program briefly, touching on its goals, general structure, staffing, and actual or projected operation. The description of the proposal should be concise but complete. If the program in question is complex, please explain each major component. Photos of program in action are welcome (please include name(s), date, location, explanation of photos).

## **Eligibility**

Indicate as precisely as possible how the program falls Within the description of "home mission activity" given in the Catholic Home Missions Guidelines for Funding. It is extremely important that the applicant make a persuasive case, especially if the home mission nature of the program is not immediately clear. Please note that the Catholic Home Missions guidelines cover different classes of activity, such as proclamation of the Word, pastoral services, personnel training, and the formation of faith communities.

## **Urgency**

The Subcommittee wishes to serve where the need is greatest. Applicants should explain the urgency of their program in light of the whole mission of the Church.

## **Need for Outside Funding**

Frequently, grant proposals are disapproved because the applicant fails to show convincingly that outside funding is needed.

## **Program Budget**

Please complete attached sheet.

## **Future Funding**

Applicants should detail their financial plans for the future. They should specify the amounts they expect to request of the Subcommittee on Home Missions, the number of years they expect to renew their request, and the sources of revenue they expect to draw on when their relationship with the Subcommittee ends.

## **Grant Guidelines**

The Subcommittee on Home Missions evangelizes by giving financial support to missionary activities that strengthen and extend the presence of the Catholic Church in the United States and its dependencies. Through its annual fundraising appeal, the Subcommittee educates U.S. Catholics regarding mission needs and invites them to assist fellow Catholics in the practice of their faith.

The Subcommittee primarily serves home mission dioceses, that is, those unable to provide their people with the basic pastoral ministries of Word, worship and service without outside help. It may also give grants to other dioceses for particular projects, and to organizations and religious communities engaged in missionary work.

The Subcommittee, an agency of the United States Conference of Catholic Bishops, serves the Church's missionary tradition in this country. Its members, seven bishops, help dioceses and the Church at large address current pastoral needs while preparing to meet future challenges.

### **Eligible Applicants**

The Subcommittee on Home Missions accepts applications from four sources grouped into two categories, observing the following order of priority:

#### Class I

Diocesan bishops of home mission dioceses, for support of the basic pastoral ministries of word, worship and service offered at the parish or diocesan level.

#### Class II

1. Heads of interdiocesan, regional or national Catholic organizations, for home mission activities that serve to strengthen or extend the Church's presence in more than one diocese.
2. Provincials of religious institutes, for home mission activities that form part of their apostolate.
3. In rare instances, diocesan bishops of other dioceses, for home mission projects of exemplary value in strengthening or extending the Church's presence among a particular group or in a particular area.

### **Eligible Activities**

The Subcommittee on the Home Missions directs its support primarily to evangelization, catechesis, the promotion of parish life and the training of priests, deacons, religious and lay ministers.

Home mission activities may strengthen the Church's presence where it is weak. They may also extend the Church's presence as a means of salvation where it is not now present.

Home mission activities may be directed to a particular place, a particular group of people or the country as a whole.

Home mission activities may be centered at the parish, diocesan, interdiocesan or national level.

### **Criteria for Funding**

In helping strengthen and extend the presence of the Church, the Subcommittee on Home Missions bases funding decisions on the urgency of the pastoral need and the applicant's need for outside help, as determined by a current, preferably audited, financial statement and field visits.

Because circumstances vary widely, the Subcommittee also takes the following factors into account in its grant decisions:

1. characteristics of the group to be served (poverty, ethnicity, recent immigration status, etc.);
2. demographic/geographic factors (area to be served, ease of travel, population density, size of Catholic population, Catholics as a percentage of total population);
3. strength of Catholic infrastructure (pastoral center, parishes, schools, religious houses, other institutions);
4. characteristics of surrounding culture (poverty, ethnicity, attitude toward religion, attitude toward Catholicism, etc.).

If a given activity originates with a diocese or takes place entirely within a diocese, the diocesan bishop must certify its value in writing. If an activity takes place in more than one diocese, the applicant must obtain endorsements from several bishops whose dioceses the activity will affect.

The Subcommittee makes grants for operating expenses connected with a broad range of new or ongoing pastoral activities, according to priorities that the Subcommittee sets and periodically reviews. Ordinarily, grants are not given for capital expenses.

No funds are available for endowments or loans. Those whose programs provide social services exclusively are encouraged to seek assistance from other agencies.

The Subcommittee funds activities on an annual basis, but grantees may apply for renewal when the initial grant period expires. The Subcommittee may declare a grant non-renewable at its discretion.

It is the applicant's responsibility to show that activities for which grants are requested fall within these guidelines. The Subcommittee requires grantees to submit annual written reports on how they have used grant money as a condition for receiving renewed funding.