

ST. JOSEPH PARISH GRANT PROGRAM Grant Guidelines

The purpose of the St. Joseph Parish Grant Program is to provide grants which further the mission of the Parish. These grants may be directed to projects within or outside of the Parish. Accordingly, applications will be accepted from parish organizations or outside organizations.

Characteristics upon which grant applications may be judged include, but are not limited to the following criteria:

- 1. Advances the mission of St. Joseph Parish**
- 2. Meets a priority need in the community**
- 3. Encourages collaboration**
- 4. Is able to continue after the duration of the grant**
- 5. Judiciously uses the dollars available**

Procedure to be used for those requesting a grant:

- 1. Complete application**
- 2. All grant requests from other parishes must be brought forward by the pastor.**
- 3. All other requests must be brought forward by the appropriate organization's executive or chairperson.**
- 4. Requests are due in the office by March 15th. The Grants Committee will meet to make recommendations after March 15th**
- 5. The Pastoral Council will approve grants in April.**
- 6. Notification of acceptance or denial will be sent to applicants by April 30th.**
- 7. Grants will be dispersed on May 15th**
- 8. A report of progress toward the goal of the grant will be required within 3 months after the grant has been received. The report should outline how the grant has been or is being distributed.**

ST. JOSEPH PARISH GRANT FUND

GRANT APPLICATION - 20 ____

Date: _____

Name of organization or group:

Address: _____

Agency Phone: _____ Fax: _____ E-Mail: _____

Chairperson of governing body: _____

Name and title of chief administrator or director: _____

Amount Requested: \$ _____

Brief description of request:

General mission of organization/group/program including year of establishment:

Please submit copies of the following with this cover sheet:

1. Complete list of program or organization's officers and directors.
2. Actual income and expense statement from last fiscal year.
3. Narrative describing project (respond to question on reverse side).

Submitted by:

Signature

Title

Printed Name

Date

The form your application takes is far less important than the content, but the questions listed below should be *no longer than three(3) typed pages*. In writing your proposal, please address the following:

1. **GOAL OF THE PROJECT:** What is your goal for this project? Why is it needed? What target population, if any, will be the focus of your project? How does this project fit into the mission of your organization?
2. **OBJECTIVES AND PROJECT NARRATIVE:** Specifically, what will you do? How will you do it?
3. **TIMETABLE:** Please provide a schedule of events, or timetable, for your project.
4. **EVALUATION:** What type of measurement (qualitative, quantitative, etc.) will you use to evaluate the outcomes of this project? How will you report the analysis of your outcomes? How will you document your outcomes in relationship to your project objectives?
5. **PROJECT BUDGET:** Please itemize all project costs (materials, equipment, services, supplies, etc.) and other sources of funding. Include information on any pending grant or funding requests. To whom have you applied? What is the current status of your request? When do you expect to hear about the outcome?
6. **FUTURE FUNDING:** How do you intend to continue this project after exhausting any funds provided by the St. Joseph Parish Grant Program?
7. **ORGANIZATION INFORMATION:** Please provide a complete list of program organization's officers and directors as well as actual income and expense statements.

All applicants may share their ideas with the St. Joseph Grant Committee prior to submission of a formal application. Please contact Kathy Helf , 920-734-4025 or Deacon Mark Farrell, 920-734-7195, to set up an appointment.

Please direct all applications with a self-addressed stamped envelope to:

**Grant Requests
St. Joseph Parish
404 West Lawrence St.
Appleton, WI 54911**

Questions can be directed to:

Kathy Helf, Chairman of the Grant Committee - 920-734-4025

Deacon Mark Farrell - 920-734-7195