

Grant Application Guidelines

The Catholic Foundation of the Diocese of Jackson provides financial assistance to religious, educational and charitable works in the Diocese of Jackson. Each year earnings from investments of Foundation assets become available for distribution.

I. How to Qualify for a Grant

Determine if your organization or project qualifies.

1. Is the religious, educational or charitable organization, purpose or project compatible with the mission of the Catholic Church?
2. Is it located within the geographic area served by the Diocese of Jackson?
3. Is the organization listed in the Official Catholic Directory, or does it have tax-exempt status as a 501(c)(3) organization, or is it a project operated under the auspices of the Diocese?
4. Is there a sponsor? Sponsors are priests, religious or directors of an organization or project under the auspices of the Diocese.
5. Grants **are not** ordinarily given for the following:
 1. Deficit financing
 2. Direct aid to an individual
 3. Salaries (exceptions made)
 4. Donation to a fund raising campaign
 5. Medical research
 6. Endowment funds and other foundations
 7. Ordinary operating expenses (exceptions made)
 8. Requests over \$5,000
 9. Grant requests made after the grant deadline of **August 31**
 10. Applications for funding for more than one year
6. Grants **are** considered for the following:
 1. Christian formation and education
 2. Evangelization
 3. Ministries
 4. Human services
 5. Institutions and programs operated by or under the auspices of the Diocese
 6. Capital improvements (i.e., building repairs)

II. How to Apply for a Grant

- A. Use the official grant **Application Form** provided by the Catholic Foundation Office.
- B. Return the completed application to the Foundation Office after August 1 but before the **closing date of August 31**.
- C. Supply the following materials where applicable:
 - 1. Original grant **Application Form**
 - 2. Copy of the organization's current financial statement or most recent annual report (with 1st grant request only)
 - 3. The project's budget in detail
 - 4. Roster of the Board/Officers (with 1st grant request only)
 - 5. A copy of any publicly distributed description of your organization, project or program (with 1st grant request only)
 - 6. Proof of your tax-exempt status (with 1st grant request only)
 - 7. Any material deemed appropriate and helpful to your request
- D. Particular consideration will be given to the following criteria:
 - 1. The project's contribution to the mission of the Catholic Church
 - 2. Clarity of goals
 - 3. The likelihood of success
 - 4. The amount requested and the availability of funds
 - 5. Sensibleness of the project's budget
 - 6. The income potential of the parish, school or program
 - 7. Helpfulness of the information provided
 - 8. Parish, school or community benefit
- E. When the grant **Application Form** is processed:
 - 1. Upon receipt of the grant application, the Foundation will send written acknowledgement of the eligibility and completeness of the information
 - 2. Final action of the Executive Committee will be communicated in writing in November of the grant year

Official grant **Application Forms** can be obtained by writing or calling:

The Catholic Foundation
Post Office Box 2248
Jackson, MS 39225-2248
(601) 960-8479

www.jacksondiocese.org/foundation-grants-resources

Grant Progress Report Form

Name of Organization

Name of Project/Program/Proposal

Name of Grant Applicant

1. What specific results have been achieved? (Give numbers, dates, etc., be detailed)

2. Give an itemized list with specific details and dollar amounts on items that used the grant money.

3. Provide any additional information that would be helpful.

Signature of Grant Applicant

Date

*This form is due on or before **August 1** of the year following the grant award.*