



The Catholic Foundation of Greater Philadelphia 2016 Grant Guidelines and Application

The Catholic Foundation of Greater Philadelphia (CFGP) connects the mission of the Roman Catholic Church with those in the Greater Philadelphia Area and aids those seeking to carry out charitable deeds throughout the region.

- ❖ CFGP Grant Application deadlines are January 15th and July 15th of every calendar year, in preparation for the fall and spring board meetings. (*Please note: CFGP will accept applications outside of the proposed deadlines under special circumstances. Contact the CFGP headquarters with inquiries).
- ❖ Proposals are shared with the CFGP Grant Committee who are responsible for making grant decisions.
- ❖ Be specific about your mission, goal, and how you will measure outcomes, as well as how your mission and goal parallel with the identity of the CFGP.
- ❖ Most grants will be made within the Greater Philadelphia Area, although consideration will be given for applications outside the region.
- ❖ Grants will be awarded to Catholic, non-profit organizations whose mission aligns with CFGP's mission to serve the Greater Philadelphia Area, and to proposals that show a clear, innovative plan for feasibility, sustainability and impact.
- ❖ Letters of recommendation or support from other funding sources are recommended.
- ❖ Face-to-face interviews or site visits are up to the Grant Committee's discretion.

Before you begin:

- Read all of the directions and application requirements before beginning.
- A proposal is considered complete when CFGP receives your grant proposal summary sheet, narrative, and required attachments.
- E-mailed proposals are strongly encouraged.
- Proposals are shared with the CFGP Executive Director, Grant Committee, Chief Financial Officer, Chief Operating Officer and Grant Administrator.
- Applicants must be Catholic, charitable, tax exempt organizations with a 501(c)(3). Certification. Grant applications for individuals are not accepted. Organizations must produce their IRS designation letter, as well as the page number they are listed on in the P.J. Kenedy and Sons Official Catholic Directory OR the section of their bylaws that states they are a Catholic entity.
- Your organization must be in existence for at least 3 years in order to be eligible to apply for a CFGP grant.

Please e-mail completed proposals to grants@catholicfoundationphila.org to the attention of Michael Murphy, Esq., Chief Operating Officer, or Joanne Salsano, Grant Administrator for The Catholic Foundation of Greater Philadelphia.





**The Catholic Foundation of Greater Philadelphia
Grant Proposal Summary Sheet**

Please fill out all of the areas below. This page will be shared electronically with the CFGP Grant Committee members. To obtain an electronic version of this application, please visit:

<http://www.catholicfoundationphila.org/grants>

Date: _____

Contact Information:

Organization's Name: _____

Legal Name as Designated on 501c3 (If different from above): _____

Address Line: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Website: _____

Executive Director: _____

Contact Name: _____

Contact Title: _____

Contact E-mail: _____

Are you a 501c3 non-profit?

- Yes** (Please attach IRS designation letter)

Federal ID #: _____

Are you a Catholic organization?

- Yes** (Please see below)
- Edition and page number listed on in the P.J. Kenedy and Sons Official Catholic Directory: Edition: _____ Page Number: _____
- OR**
- Attach the section of your organization's bylaws that states your organization is a Catholic entity.
- No** (Unfortunately, you are unable to apply for a CFGP grant at this time.)

Type of Grant Requested (Select all that apply):

- General Operating Support (**Note:** Those applying for General Operating Support may only apply for assistance in this category once every 3 years.)
- Program/ Project Support
- Other (Please Specify): _____





Name of Project/Program/Campaign: _____

Amount Requested: \$ _____ Date Submitted: _____

Total Program Budget: \$ _____ Duration of Grant: _____

Total Annual Organizational Budget: \$ _____ Fiscal Year End: _____

State your organization's mission:

Summarize the proposal and how it fits with the CFGP's mission:

Is this request being asked by any other funders?

- Yes
- No

List the three largest funding sources in the last fiscal year with the amount.

1. Source: _____ Amount: \$ _____
2. Source: _____ Amount: \$ _____
3. Source: _____ Amount: \$ _____

List the proposal's target population and geographic communities.

Agreement

I certify that all the information included in the CFGP Grant Proposal is correct. I certify that the tax exempt status of the organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will be distributed to the areas cited in the CFGP Grant Proposal. No grant money received by the CFGP will be used for the benefit of any outside organizations, individuals, or activities not upholding to the CFGP's mission.

Executive Director's Signature: _____ Date: _____





The Catholic Foundation of Greater Philadelphia Grant Proposal Narrative

The proposal narrative should not exceed five pages and should answer the questions below. The following outline is a guide. Please use the format as it suits your organization. Please be as clear as possible and listed in the order below.

Organizational Background and Information:

- Please provide a brief summary of your organization's history and state its mission.
- Describe your organization's key achievements.
- How does your organization's mission and achievements align with the mission and identity of CFGP?
- Please list your organization's short-term and long-term goals. How do they fit our Catholic mission?

Purpose of Grant:

- What are the key initiatives and how will this enable the program's sustainability?
- What issues and needs will be addressed if funded?
- How will the target population and geographic communities be impacted?
- What will the organization do if given more or less funds? How will it impact the program/project or your organization?
- Why is it important to fund this now?
- How will you define success?
- How will the results be measured and communicated to the community?
- Please provide an impact statement that measures the success of your program or project. If your request is for a program that receives national ratings, accreditations, etc. for its field, please provide its most recent results.

Funding:

- What additional funding will be sought?
- What is the cost for the program/ project?
- Will outside vendors be used, and if yes, what is the cost?
- What are additional anticipated costs?
- What is the program timeline?
- What factors of your project/ program make it sustainable?





**The Catholic Foundation of Greater Philadelphia
Grant- Organizational Budget**

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

REVENUE	Fiscal Year: _____	Number of Employees: _____
Source		Amount
Contributed Support		
Government Grants		\$ _____
Foundations		\$ _____
Corporations		\$ _____
United Way or other Federal Support		\$ _____
Individual Contributions		\$ _____
Total Contributed Support		\$ _____
Earned Support		
Government Contracts		\$ _____
Earned Income		\$ _____
Fundraising Events and Products		\$ _____
Membership Income		\$ _____
In-Kind Support		\$ _____
Investment Income		\$ _____
Other (Specify)		\$ _____
Total Earned Support		\$ _____
TOTAL REVENUES		\$ _____

ORGANIZATIONAL EXPENSES	
Item	Amount
Salaries, Wages, & Benefits	\$ _____
Insurance and/or Other Taxes	\$ _____
Consultants & Professional Fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing & Copying	\$ _____
Telephone & Fax	\$ _____
Postage & Delivery	\$ _____
Rent & Utilities	\$ _____
In-Kind Expenses	\$ _____
Depreciation	\$ _____
Other (Specify)	\$ _____
TOTAL EXPENSES	\$ _____
Difference (Income Less Than Expense)	\$ _____





The Catholic Foundation of Greater Philadelphia Grant Attachments

The following attachments are required. Note that project/program support requires two additional items and a capital grant requires eight additional items. Please e-mail these documents with your application. Make sure all the information is marked so the CFGP Grant Committee can identify that everything is included.

The following items **MUST** be included for all types of support:

1. Copy of 501c3 federal tax exempt letter.
2. A copy of the page on which your organization is listed in the P.J. Kenedy and Sons Official Catholic Directory, OR a copy of the section in your organization's bylaws that states your organization is a Catholic entity.
3. List of your Board of Directors, with their affiliations.
4. Most recent annual report or audited financial statement.
5. One-paragraph descriptions of key staff members and their relevant qualifications.
6. Organizational budget (*Optional format on previous page*).
7. One page analysis of your strategic plan.
8. Your organization's mission statement.

For project/ program support, please include the additional items:

1. Current program/ project budget.
 2. Program/ project expenses.
- * *Optional format for program/project support is below.*

Optional Attachments:

1. Letters of agreement from any collaborating agencies, if applicable.
2. Letters of support or press releases, if applicable.





**The Catholic Foundation of Greater Philadelphia
Program/Project Budget**

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

PROGRAM/ PROJECT INCOME

Fiscal Year: _____

Contributions	Committed	Pending	Decision Date
Government Grant	\$	\$	
Foundations	\$	\$	
Corporations	\$	\$	
United Way	\$	\$	
Individual Contributions	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
Other (Specify)	\$	\$	
Subtotal Contributions	\$		
Earned Income			
Government Contracts	\$	\$	
Fee for Service	\$	\$	
Fundraising events/products	\$	\$	
Membership Income	\$	\$	
In-Kind Support	\$	\$	
Investment Income	\$	\$	
Other (Specify)	\$	\$	
Subtotal Earned Income	\$		
Total Income	\$		
<i>(Contributed + Earned)</i>			

Pending sources of support include requests that are currently under considerations. Please indicate the source of funding, the amount committed (if applicable), the amount pending, and the decision date. If there is no decision date, please mark it as "N/A."

Source	Amount Committed	Amount Pending	Decision Date
1.			
2.			
3.			
4.			





The Catholic Foundation of Greater Philadelphia Program/Project Expenses

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

Allocate all indirect expenses in your program/project budget. Salaries and wages should be listed and broken down by individual, position, and part time or full time employee.

Item	Amount	FT/PT
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Subtotal	\$	
Insurance, Benefits, Other Related Taxes	\$	
Consultants & Professional Fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing & Copying	\$	
Postage & Delivery	\$	
Rent & Utilities	\$	
In-Kind Expenses	\$	
Depreciation	\$	
Other (Specify)	\$	
	\$	
	\$	
Total Expenses	\$	
Surplus/ Deficit (Income Less Than Expense) \$		





The Catholic Foundation of Greater Philadelphia Grant Application Checklist

Before you e-mail your application, please ensure your application includes the following items for non-capital projects:

- Grant Proposal Summary Sheet.
- Grant Proposal Narrative, not to exceed five pages.
- Itemized budget for your organizations current fiscal year.
- A copy of the IRS letter confirming your organizations 501(c)(3) status.
- A copy of the page on which your organization is listed in the P.J. Kenedy and Sons Official Catholic Directory, OR a copy of the section in your organization's bylaws that states your organization is a Catholic entity.
- If a project or program, list your project/program budget and expenses
- A list of your current Board of Directors, with their affiliations.
- Most recent annual report or audited financial statement.
- One-paragraph descriptions of the key staff members and their relevant qualifications.
- A one page analysis of your strategic plan.
- Your organizations mission statement.
- Optional letters of support, press releases, or letters of agreement from collaborating agencies.

*** This page does is not to be submitted as part of the application. Its purpose is to aid you when compiling your final materials for the Catholic Foundation of Greater Philadelphia Grant Application.**

