



## JANUARY 2021 GRANT CYCLE - PARISH LIFE GRANT PROPOSAL SUMMARY FORM

This form should be completed and submitted with all grant applications.

### ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

Legal Name, *if different from above*: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Pastor, Parochial Administrator or Executive Director Name:

\_\_\_\_\_

Contact Name, *if different from above*: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Edition and page number of listing in the Official Catholic Directory.

Edition: 20 \_\_\_\_\_ Page Number: \_\_\_\_\_

☐ Check this box if your organization is not listed in the Official Catholic Directory, but your organization's by-laws state that you are a Catholic entity.

### GRANT REQUEST INFORMATION

Please indicate your Grant Request Category (*Select all that apply*):

☐ Project/Program Support

☐ Capital Improvement Support

☐ Other, *please specify*: \_\_\_\_\_

Brief name or description of your request: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Total Project/Program Budget: \$ \_\_\_\_\_

Total Annual Organizational Budget: \$ \_\_\_\_\_

Fiscal Year End: \_\_\_\_\_

State your organization's mission:

Is this request being made to any other funders?

☐ Yes

☐ No

Have you previously applied for a grant from The Catholic Foundation of Greater Philadelphia?

☐ Yes

☐ No

List the three largest funding sources, including amount, within the last fiscal year.

1. Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

2. Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

3. Source: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Given CFGP's unique development consulting role and commitment to sustainability, we ask that all financial requests include a plan for fundraising and development support. Which of the following areas of support are you utilizing to assist with this project?

☐ Increased Offertory Program

☐ Annual Appeal

☐ Capital Campaign

☐ Other, please specify: \_\_\_\_\_

## GRANT APPLICATION CHECKLIST

Please review your application and check-off each item in the box to confirm that all applicable components are included in addition to this Grant Proposal Summary form. Numbers correlate to list found on page 2:

- ☐ Grant Proposal Narrative, not to exceed three pages
- ☐ 1. Itemized budget for your organization's current fiscal year
- ☐ 2. Current project/program income and expenses
- ☐ 3. Most recent annual report or audited financial statement – for parishes, the most recent Report to Pastor is preferred
- ☐ 4. Copy of IRS federal tax-exempt letter
- ☐ 5. 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
- ☐ 6. List of your Board of Directors, Pastoral Council and Finance Council, with affiliations for all
- ☐ 7. One-paragraph descriptions of key staff members and their relevant qualifications
- ☐ 8. An example of how you have shared the need outlined in your narrative with your community, this can be a copy of your bulletin, an email announcement, etc.
- ☐ 9. For capital support, 3 bids from potential vendors of the capital project
- ☐ 10./11. *Optional*, Letter(s) of agreement from any collaborating agencies, letter(s) of support or press releases, if applicable.

## AGREEMENT

*I certify that all the information included in this 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, I confirm that the proceeds of that grant will be distributed to the areas cited in this Grant Proposal. I verify that grant money received from The Catholic Foundation of Greater Philadelphia (CFGF) will not be used for the benefit of any outside organizations, individuals, or activities that do not uphold CFGF's mission.*

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Signature of Pastor, Parochial Administrator or Executive Director

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Date

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Signature of Pastoral Council Representative

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Date

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Signature of Finance Council Representative

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Date