

COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
APPLICATION FOR LOCAL SEED GRANTS
ARCHDIOCESE OF OKLAHOMA CITY

- ◆ CAREFULLY READ CRITERIA FOR APPLYING
- ◆ COMPLETELY FILL OUT APPLICATION AND MAIL/FAX TO

CCHD Subcommittee
Commission for Justice and Human Development
Becky VanPool
1501 N. Classen Boulevard
Oklahoma City, OK 73106
405-523-3009
FAX 405-523-3030

APPLICATIONS MUST BE POSTMARKED/FAXED BY
September 1, 2008

The Catholic Campaign for Human Development is the domestic anti-poverty, social justice program of the US Catholic Bishops. Its mission is to address the root causes of poverty in the US through promotion and support of community-controlled, self-help organizations and through transformative education.

An annual collection to support the Campaign is taken each year in US Catholic parishes on the weekend before Thanksgiving.

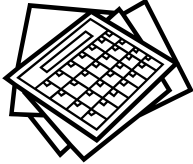
One-fourth of the money collected remains within the Archdiocese to fund local grants. These grants provide seed money for parish/organization based efforts that foster human development.

PLEASE NOTE:

- ◆ Grant requests are usually in the range of \$500-\$1000.
- ◆ Applications must be filled out completely, legibly, and accurately.
- ◆ Multiple applications from one parish/organization must be prioritized. Please note 1st, 2nd, 3rd priority on front of application.
- ◆ **All requests must be signed by all appropriate persons.**
- ◆ **Applications without the signature of the pastor will not be considered.**

*ARCHDIOCESE OF OKLAHOMA CITY
COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
CRITERIA ~ SEED GRANTS*

1. Funding is primarily for parish/Catholic School projects that promote human development. Funding is for assistance in project start-up.
2. Projects should be those which empower persons, provide for social needs, and/or address the root causes of injustice.
3. Projects should demonstrate:
 - parish involvement and have the support of the pastor;
 - involvement of persons being served
4. Grant funds are intended to be seed monies only and not provide total support for the on-going needs of the project.
5. Funded proposals will receive grant monies in two payments. Grant recipients must submit a progress report, photographs of the activities of the project, and photo release forms before receiving the remainder of the grant. Failure to submit a timely progress report makes one ineligible for funding the following year.



2008 TIMELINE FOR APPLICATIONS
AND FUNDING

- ◆ Applications will be available **June 2008**.
- ◆ Applications due/postmarked **September 1, 2008**.
- ◆ Funding decisions made during **September 2008**. Initial disbursement of funds is available upon request, beginning September 2008.
- ◆ Remainder of funds disbursed upon receipt of progress report, photographs, photo release form. For funds disbursed in September, this report is due December 1, 2008. Initial disbursements requested after September 1 require a progress report **within 3 months**.
Failure to submit a timely progress report makes projects ineligible for future funding.

ARCHDIOCESE OF OKALHOMA CITY
COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
APPLICATION FOR SEED GRANTS

Project Title: _____

Sponsoring Parish: _____

Parish Address: _____

City, State, Zip: _____

Telephone [Area Code + Number]: _____

FAX [Area Code + Number]: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

E-mail: _____

Telephone: _____

FAX: _____

Grant Amount Requested: _____

Timeline for Proposed Project: _____

Have you received previous grants from this fund? Yes No

If yes, have you returned the Partial or Final Progress Report?

Date of Report: _____

1. Purpose Statement of Project:

2. Identify the goal(s)/objective(s) for the funds requested. *Projects are intended to be those which empower persons and provide for social needs, and/or address the root causes of poverty or injustice.*

3. A. Clearly describe how the parish (which group and/or parishioners) is involved in the planning/carrying out of the project:

B. Clearly describe how those persons being served are involved in the design and implementation of the project.

4. Budget - complete form provided on p. 5.

5. Progress Report(s) - complete form provided at appropriate times.

Note: attach additional pages, if needed, to complete any question.

ARCHDIOCESE OF OKLAHOMA CITY
 COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
 PROJECT BUDGET ~ SEED GRANTS

Project Name: _____

PROJECT INCOME	BUDGET	INTERIM
<i>List all sources</i>	AMOUNT	REPORT
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL INCOME	\$	\$
PROJECT EXPENSES		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL EXPENSES	\$	\$
BUDGET BALANCE	\$	\$
VALUE IN-KIND SUPPORT		
<i>List sources</i>		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Budget Completed By _____

ARCHDIOCESE OF OKLAHOMA CITY
COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
PROGRESS REPORT(S) ~ SEED GRANTS

Interim Report _____

Final Report _____

Instructions:

An Interim Progress Report must be filed on or before **December 1, 2008** for funds requested September 2008. For initial requests after September, interim report is due **within 3 months**. The Interim Progress Report must be accompanied by an interim budget report, photographs, and a completed Authorization and Release Form. If your project has been completed and all CJHD grant funds have been expended, the Interim Progress Report may be considered the Final Report. (Please check *Final Report* above.) For ongoing projects, a Final Report must be submitted no later than **August 1, 2009**. **Applications for future grants will not be considered if the sponsoring parish has failed to file an Interim Report (and Final Report, if applicable).**

Please type or print:

Project Title: _____

Sponsoring Parish: _____

Address: _____

Contact Person: _____

Telephone: _____

FAX: _____

e-mail: _____

Grant Amount \$ _____

Amount utilized: _____

Not used: _____

[Attach Interim or Final budget report]

List major elements, goals, and/or objectives of your project:

Comments:

Evaluation: Please attach an Evaluation of your project. Please describe how the elements, goals and objectives of the project are being, or were, accomplished. The evaluation should also address the status of the project and future plans for operation of the project.

[The purpose of the evaluation is to show how the purpose, goals and objects of the project and the Archdiocesan priority have been met.]

Contact person signature: _____ Date: _____

Pastor signature: _____ Date: _____

PLEASE RETAIN THIS FORM. DO NOT SUBMIT WITH INITIAL APPLICATION. IF GRANT IS RECEIVED, SUBMIT THIS FORM BY DECEMBER 1, 2008 or WITHIN 3 MONTHS OF INITIAL DISBURSEMENT.

SUBMIT FINAL EVALUATION NO LATER THAN AUGUST 1, 2009 IF NOT SUBMITTED EARLIER.

- Authorization and Release Attached
- Photographs included
- Budget report attached
- Evaluation attached

ARCHDIOCESE OF OKLAHOMA CITY
COMMISSION FOR JUSTICE AND HUMAN DEVELOPMENT
SIGNATURE PAGE ~ SEED GRANTS

Please review your application to insure that all information is provided.
If you have any questions, please call Becky VanPool, 405-523-3009.
An incomplete application will not be considered.

We have completed and/or reviewed this application. We are in support of the project.

Signature of Person submitting proposal

Date

Parish Group responsible for project

Chairperson

Signature of Principal [if applicable]

Date

Signature of Pastor

Date

Project submitted/mailed/faxed on

Date