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**Draft Application Form for Grant Category:**

***Building Capacity***

This document is an example of the questions that are presented on the Catholic Extension grants form for the category of *Building Capacity.*

This is provided as a sample and to assist diocesan contacts in collecting the information needed from others throughout the diocese. This document can be shared with onsite contacts to assist in compiling responses in preparation of an official funding request to Catholic Extension.

Please note that all funding requests must still be officially submitted online through our grant application login linked at <https://www.catholicextension.org/grant-information/>

Applications will not be accepted by sending this form to Catholic Extension, or as an attachment to an online application. All information must be filled in the appropriate field in the official online grant application. If you have further questions, please contact our staff at [mission@catholicextension.org](mailto:mission@catholicextension.org)

**Organization and Contact Information**

Organization Name:

Street Address:

City, State, Zip:

Phone:

Website Address:

Organizational Background: (*Information about the specific organization requesting funding (not the entire diocese) such as mission, history, etc.)*:

Weekly Collection *(If grantee is a parish or minister working at a parish, what is the weekly collection?):*

Parish/Mission Annual Operation Budget *(If the grantee is a parish or mission, please enter their annual operating budget here)*:

**Primary Contact Information**

Diocesan Staff Contact:

Diocesan Contact Job Title:

Street Address:

City, State, Zip:

Diocesan Contact E-mail:

Office Phone:

**Onsite Contact**

*Such as Pastor or Onsite Project/Program Manager*

Onsite Contact Name:

Onsite Contact Job Title:

Street Address:

City, State, Zip:

Onsite Contact E-mail:

Office Phone:

**Please list the Bishop or Administrator of the Extension Diocese who has given endorsement**

Bishop Name:

Bishop Title:

Street Address:

City, State, Zip:

**Basic Request Information**

**Title of Program or Project** *(10 words or less)*:

**Total Grant Amount Requested:**

*If you are asking for multi-year funding, please complete the multi-year funding information below. Priority consideration in multi-year grants will be given to those who can provide plans for decreasing funding levels with a plan for program self-sustainability.*

***Multi-Year Grant Requests Only:***

*If this is a request for multi-year funding, please check this box and complete the following year by year funding fields. Otherwise, please skip this box.*

Year 1 Grant Amount:

Year 2 Grant Amount:

Year 3 Grant Amount:

**Please describe the initiative for which you seek funding and explain where you see a connection to our grant guidelines. If this grant proposes capacity building initiatives which will increase fundraising or revenue, please state the expected income generated as a result of this grant funding. If this is for a cost-saving initiative, please indicate the expected cost savings annually and long term that would result from this grant** (400 words or less):

**If this grant were to be summarized into a 1-2 sentence description for a donor, what would that be?** (100 words or less. Please be clear about how the grant funding will be used and the impact it can provide.):

**People Served**

**Primary ethnic group funding proposes to serve**

*While we understand that many parishes and ministries are multicultural, it is helpful to know the primary group that will be assisted by this funding. If there are multiple that could be selected, please note this in the main grant description on the "Basic Request Information" tab.*

**Please enter the total number of people that this parish or ministry proposes to directly serve during the year of the grant**

**Please describe any other demographic characteristics this initiative intends to serve that you feel are pertinent. (i.e. age group, gender, urban/rural, etc.)** *(100 words or less)*

**Need**

**Please briefly describe the immediate and long term benefits of this initiative. (i.e. financial, organizational, intellectual, etc.) If you have other supporting documentation, please attach the document(s) at the end of the application** *(500 words or less)*

**Why at this particular moment is there a financial need for this grant?** *(100 words or less)*

**If approved, please specify an appropriate time frame for payment of this grant. Why is this time frame favorable to your financial needs?** *(50 words or less)*

**Catholic Extension Grant History**

**Has this particular ministry or organization ever received funding from Catholic Extension? If so, please explain.** *(150 words or less. This can help us tell a narrative about our history with this parish or ministry.)*

**Previous Grant Amount** *(If known, or otherwise leave blank):*

**Approximate Previous Grant Date** *(If known, or otherwise leave blank):*

**If you are from a parish, do you currently purchase or have a sponsor purchase calendars for you?**

**If yes, who is your calendar vendor?**

*This answer does not have any impact on our funding decision, but is only for information-collecting purposes*

**Revenue and Expenses**

**Please list the other major sponsor(s) of this program or project and the amount of funds that they will supply.**

Source Name 1

Source Amount 1

Source Name 2

Source Amount 2

Source Name 3

Source Amount 3

**What are the total expenses for this program/project during the proposed grant year?**

Please list the expense(s) to which the proposed grant funds will apply during the grant year:

Expense Name

Expense Amount

Expense Name

Expense Amount

Expense Name

Expense Amount

Expense Name

Expense Amount

Expense Name

Expense Amount

**Reporting Requirements**

**Will there be ongoing costs to continue to support this initiative?** *(Yes/No)*

**If yes, please briefly estimate the ongoing expenses and attach a document with a detailed explanation of the ongoing expenses. Highest priority consideration will be given to requests that show solid plans for progress toward long-term self sustainability in the shortest amount of time.** *(500 words or less)*

**Please provide a brief timeline for this initiative (i.e. start date, and anticipated dates to reach major goals). Please attach an explanation of this timeline at the end of the application. *(****250 words or less)*

All grants funded will be expected to provide a report at the end of their grant timeline. This will include asking the recipient to report back on the goals and measurements entered below, and reflecting on the impact these measurable achievements had on the program's overall mission.

**Please outline the goals for this grant, if funded:** *(250 words or less)*

**What data will you track to measure the impact of this parish or ministry?** *(250 words or less)*

*Some examples of metrics to track:*

* *New/additional money raised by new staff members, fundraisers, etc.*
* *Number of new donors, new fundraising sources, or other additional revenues*
* *Cost savings and/or decreased expenses as a direct result of this grant*
* *Number of people trained in new technologies and how it has made an impact on cost savings/efficiencies*
* *Sustainability plan and long-term financial plan*
* *Etc.*

**Attachments**

To complete this online application, please provide additional documentation by uploading your electronic files as separate attachments (when necessary, as required by the guidelines). The descriptions of the documents which correspond to the attachment headings are as follows:

**Required Documents**

* **Endorsement Letter:** Letter of endorsement from diocesan bishop (one letter is sufficient for simultaneously submitted applications).
* **Project Revenue and Expense Report:** For the year of the grant including a breakdown of revenues and expenses.
* **Capacity Plan:** A plan or timeline detailing how the investment by Catholic Extension will help the grantee build its capacity and advance stewardship in future years.

**Optional but Recommended Documents**

* **Qualifications:** Resume or qualifications of employee/individual (i.e. seeking temporary salary subsidy for fundraising or development initiatives), if applicable.
* **Fact Sheets:** Literature/brochures on the technology, project, program research initiative or conference, including cost estimate breakdown, if applicable.
* **Other Attachment:** Any other document which the grantee believes to be help to our decision.