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**Draft Application Form for Grant Category:**

***Building Leaders (Seminarian Education)***

This document is an example of the questions that are presented on the Catholic Extension grants form for the category of *Building Leaders (Seminarian Education).*

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:

**Primary Contact Information**

Diocesan Staff Contact:

Diocesan Contact Job Title:

Street Address:

City, State, Zip:

Diocesan Contact E-mail:

Office Phone:

**Vocations Director**

Vocations Director Name:

Vocations Director Job Title:

Street Address:

City, State, Zip:

Vocations Director 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**

**Name of diocese seeking funding for seminarian education** *(15 words or less)*:

**Grant Amount Requested:**

**Please describe your seminarian education need in your diocese, including the number of seminarians you are requesting Catholic Extension support to assist with, and any unique situations for seminarian education in your diocese, or outstanding seminarian stories that would be great to highlight to our donors or in Extension Magazine** (500 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 and Need**

**Please enter the total number of seminarians that this grant proposes to assist supporting during the upcoming year:**

**Please list the students who will benefit including name, institution attended, course of studies, year of certification/ordination/graduation, student age or ethnic background (or attach as a separate document at the end of this application containing this information)** *(250 words or less):*

**Please list the names of the seminaries that you will have seminarians attending in this grant year, and the number of students at each seminary.**

*This may be a repeat from data entered above, but assists Catholic Extension to have this separately for our reporting to donors. Thank you.*

**If approved, please specify an appropriate time frame for payment of this grant. Please clarify which educational/fiscal year this support is requested for** (100 words or less):

**Why at this particular moment is there a financial need for this grant from Catholic Extension? Please be specific** (250 words or less):

**Catholic Extension Grant History**

**Has your diocese ever received funding from Catholic Extension to support seminarian education in the past?** *(50 words or less.)*

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

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

**Sources of 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**

**What is the proposed education/academic start date for the year of the grant?**

**How long is the program?**

**What data will you track to measure the success of this educational program?**

*Required data is the number of new seminarians enrolled, the number of ordinations, and number of seminarians that leave the program during the course of the year. Please list these in addition to any other information you plan to track in order to measure success. 400 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:*

* *Number of people served*
* *Hours of service or formation provided*
* *Number or frequency of activities/events held*
* *Increase in revenues, attendance, or budget goals*
* *Etc.*

**What is the number of expected ordinations during the coming year?**

*Please list the total number and the names of seminarians expected to reach ordination during the grant time period*

**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:

* **Endorsement Letter:** Letter of endorsement from diocesan bishop.
* **Program Budget:** Overall seminarian education budget for the year of the grant.
* **List of Seminarians:** Please attach a completed copy of the seminarian information worksheet, provided on the Catholic Extension website
* **Other Attachment (Optional):** Any other document which you believe would be helpful or important to our decision.