

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT**  
**DIOCESE OF JEFFERSON CITY**

**APPLICATION for FUNDING**

Send one (1) copy of the proposal you wish to be funded to:

Barbara Ross, Director  
Catholic Campaign for Human Development  
PO Box 104900  
Jefferson City, MO 65110-4900

The deadline for submitting proposals to the Diocesan CCHD office is March 1 of the current year.

CCHD will consider proposals requesting grants of not less than \$1,000 and not more than \$10,000. Grants awarded may be less than the amounts requested and there is no guarantee that a project subsequently will be re-funded. Grants are awarded on an annual basis. Any organization or any initiative of an organization/group that have received CCHD funding for any period of six years will be ineligible to apply for CCHD funding for a three-year period.

*Organization* refers to the incorporated entity, the umbrella organization, or the sponsoring agency of an initiative/project. *Initiatives/projects* can be separate and distinct activities or endeavors carried out under the sponsorship of an organization. An initiative /project addresses: a distinct constituency (neighborhood, seniors, women, etc.) and/or a distinct issue (rural issues, housing, or community development).

Notification of applicant funding status will be received no later than June 15 of the current year. The June 15 notification date is to give the committee sufficient time to make on site inspections/visits, if necessary. **ALL PROPOSALS MUST INCLUDE THE CATEGORIES AND INFORMATION LISTED BELOW. FAILURE TO PROVIDE REQUESTED INFORMATION MAY RESULT IN NO FUNDING.** Attachments, exhibits, maps, letters of recommendation, etc. may be used whenever necessary or helpful.

Each page of the application should be numbered in the upper right hand corner in the following form:

Page \_\_\_\_ of \_\_\_\_ pages

**I. PROJECT TITLE**

Name or title that will identify the organization and/or project. It is helpful to include the region, county, or community in which the project/organization will function.

## **II. APPLICANT AGENCY**

Submit name and address of the group or organization requesting assistance. Phone numbers and names of officers or contact people should be included. Include whatever other information is necessary to make direct contact with the group or organization. The applicant agency should be the group or organization that actually operates the project, not a secondary organization acting in behalf of the operating group. Indicate if your organization or project is incorporated, non-profit, or tax-exempt (if so, is it a 501(c)(3) or a 501(c)(4) or has a 501(c)(3) been applied for but not obtained?). If a fiscal agent is used, please identify it.

## **III. SUMMARY OF ASSISTANCE REQUESTED**

Concise statement of the total amount and kind of assistance requested and the general nature of the activities the aid will support.

## **IV. CHARACTERISTICS OF PROJECT, COMMUNITY AND ORGANIZATION**

State goals and objectives; geographic area to be served; number and characteristics of people expected to be served; kind of staff--professional, paid and/or volunteer-- and what services they will provide for the project or organization. What income level you use to define poverty in your community. Include the sources from which you draw your definition of poverty.

## **V. CONDUCT AND ADMINISTRATION**

Describe how the organization is structured. List members of the policy-making board, board of directors or advisory board and give a brief biographical sketch of each, their term of office, how they were chosen, (elected or appointed) and if they are above or below poverty level. Describe how personnel are selected, give details of services or activities, give locations or sites, and describe equipment and supplies necessary for the project.

## **VI. RESIDENT PARTICIPATION**

Submit a summary statement on the role of membership, client group, interested citizens, community groups, or organization, etc. in design and review of operations and decision-making for the organization or project.

## **VII. JUSTIFICATION OF NEED**

Describe the situation the project will address. How will the project address root causes of poverty, or alleviate poverty and its consequences?

## **VIII. ASSISTANCE REQUESTED**

Submit a formal statement requesting assistance from the Catholic Campaign for Human Development with enough detail to tell the total of funds and/or service asked for; when funding is needed; and for how long a period the aid will support or supplement the project.

**IX. BUDGET FOR THE ALLOCATION OF ANY FUNDS REQUESTED**

Provide a well-documented and organized budget. The amount of detail and refinement in the budget categories should be appropriate and fitting for the particular project/organization. If you are requesting partial funding, you are asked to show the entire budget. If you are asking for funding of an organization project, you must show both the project and the organization budgets. If you are seeking aid from other agencies, list them and show the amounts requested and/or received.

**X. CERTIFICATION**

Provide a brief statement by a responsible party that the applicant agency has and will have the capacity to perform as indicated in the application, and that all the information given in the application is correct and true. The statement should conclude with the signature and official title, office, or position of the person making the certification.