



Idaho Catholic Foundation, Inc.

Grant Application Information & Guidelines

The Idaho Catholic Foundation aims for accessibility, objectivity, fairness, and professionalism in all dealings with its constituents. Under the terms of its charter, the Idaho Catholic Foundation can distribute grants only to qualified parishes, schools, and Roman Catholic Diocese of Boise (RCDB) organizations. The Foundation neither lends nor grants money to individuals or political organizations. Grantees with an open ICF grant may not apply until the open grant has been completed and the final report submitted to the Idaho Catholic Foundation.

Idaho Catholic Foundation grants are to provide funding assistance within the Diocese of Boise only. Grants are made from individual funds that were established for specific purposes. Therefore, grants can only be made when assets become available and the requested grant meets the spirit and intent of the fund. The goal is that Diocesan organizations benefit from an Idaho Catholic Foundation grant in an equitable and proportionate manner.

The Idaho Catholic Foundation looks for one or more of the following conditions in a proposal:

- Idaho Catholic Foundation support would be vital to a proposed project's success
- A collaborative network exists that multiplies the impact of the grant
- The proposed project is likely to continue and expand after the grant period/becoming self-supporting
- The project proposed is innovative and efficient in its use of funds
- Expenses are reduced by sharing resources with other agencies or groups
- The project is a well-planned approach to solving a problem and delivering services
- The project promotes better human relationships and a sense of community
- The project helps fulfill the mission of your organization
- The project will be fully funded within one year of grant approval

Grants are not made to or for purposes of:

- Annual fund-raising events or drives
- Debt reduction
- Organizations not supported or endorsed by the Catholic Church
- Endowments or Individuals
- Funding more than one year of a program's costs

Applications are processed from February 1st to March 15th at 5:00 PM (MT). Grants awards are typically awarded in April and funded before July 1st. **Applications must be completed in accordance with the *Application Checklist*.** Incomplete applications will be returned. Please do not contact Idaho Catholic Foundation Board Members about your application.

For more information, please contact Margaret Hampton at 208.350.7539 (direct), 208.908.1884 (cell), or mhampton@RCDB.org.



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Your **Narrative** and **Attachments** are critical to your application. Below are guidelines to aid you in completing your application.

NARRATIVE: one page maximum

- A. **Background** – Briefly describe the work of your organization, addressing each of the following:
1. A brief description of its history, mission, and targeted service group.
 2. Current programs and accomplishments.
 3. Your organization's relationships with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
- B. **Funding Request** – Please describe the program (project) for which you seek funding.
1. A statement of the program's primary purpose and the need or problem that you are seeking to address and how it helps fulfill your mission.
 2. The population that you plan to serve and how this population will benefit from the project (be specific on numbers).
 3. Are other organizations able to assist you in the implementation of the project, and if so, how?
 4. Does project require future funds? If so, how will these be obtained?
 5. Is this project one of the top three needs of your parish or organization? Identify those priorities and indicate how this grant request meets those priorities.
 6. Is this grant request part of a written strategic (or capital) plan? Describe.
- C. **The Budget for the Project** – Identify the specific uses of the requested grant (i.e., materials, capital construction, salaries, etc.).
- D. **Sources of Income** – Provide a list of all sources of income for the project, actual and prospective with amounts. Identify money received vs. pledged.
- E. **Evaluation** – Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS:

Your request cannot be considered without the following information when applicable.

- A. Major Expenditures / Construction / Renovation Projects:
1. ANY expenditure of any type in excess of \$15,000 by a parish, parochial school, diocesan high school or other diocesan entity must be approved in advance by the Diocese. Requests for approval should be directed through the Chief Financial Officer. "Expenditures" include the aggregate amount due on any contract or lease.



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2. The request should be accompanied by evidence of Diocesan approval from the Bishop or Building Commission and Finance Council approval, if required. In cases where a project of \$15,000 is not formally reviewed by the Building Commission or Finance Committees then an approval letter from the Bishop or Chief Financial Officer and the Director of Construction and Real Estate must accompany the grant request. If the information is not present, then the grant request will be incomplete and will be returned.
 3. If the grant request is for a change or addition to a worship space, then approval of the Diocesan Liturgy Commission must be obtained regardless of amount of the request. A copy of the approval letter must be included with the request.
- B. If the applicant is not subject to Diocesan construction or finance policies then the request must be accompanied by an engineering or architect's certification that the project is properly designed, at least two competitive bids and financial information showing how the project will be paid for.
- C. Requests for funding for major purchases of furniture, fixtures, or equipment of any kind:
1. These requests must be accompanied by copies of at least two (2) competitive bids or proposals. If the information is not included the request will be incomplete and returned.
 2. Grants for computer equipment should include a copy of the technology plan and must include a training component. If no training is needed, then a statement to that effect and why must be included.

Mail complete Grant Application to:	Email complete Grant Application to:
Idaho Catholic Foundation, Inc. 1501 South Federal Way Suite 400 Boise, ID 83705	Margaret Hampton Development Coordinator mhampton@rcdb.org 208.350.7539 direct • 208.908.1884 cell