



Idaho Catholic Foundation, Inc.

Grant Application Information

The Idaho Catholic Foundation aims for accessibility, objectivity, fairness and professionalism in all of its 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, fully funded and the Final Report submitted to the Idaho Catholic Foundation.

Idaho Catholic Foundation grants are to provide funding assistance in 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 are 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 January 1st to March 1st at noon. Grant awards are typically awarded in April. **Applications must be completed in accordance with the *Application Checklist*.** Incomplete applications will be returned. Please do not contact Idaho Catholic Foundation Trustees about your application.



Idaho Catholic Foundation, Inc. Application Checklist

(To Be Completed and Returned with Application)

I. PROPOSAL SUMMARY, including:

- ___ Project Description
- ___ Total Cost of Project and Amount Requested
- ___ Signatures (Pastor, if church; Pastor & Principal, if school)

II. NARRATIVE (one page maximum)

- ___ Background of your organization
- ___ Funding Request - Please be specific
- ___ Budget for the project (including bids & proposals)
- ___ Sources of income for the project

III. ATTACHMENTS:

- ___ Most recent Financial Statements, which should include both a Balance Sheet and an Income Statement. Also include copies of any audited or reviewed financial statements prepared by an outside accountant.
- ___ Current year operating budget with revenue & expenses
- ___ List of School Board or Parish Finance Council membership
- ___ At least two competitive bids or proposals for purchases of equipment furniture, fixtures or other equipment and new construction. (Computer equipment requests must also include a copy of technology plan & a training component or explanation why none is needed.)

IV. MAJOR CONSTRUCTION/RENOVATION PROJECTS:

Any expenditure of any type in excess of \$15,000 by a parish, parochial school, diocesan high school or other diocesan entity must show:

- ___ Written approval from the Bishop of the Diocese.
- ___ Approval of Diocesan Building Commission and/or Liturgical Commission, if needed.
- ___ Diocesan Finance Council approval if the project is being paid for with loans.



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Grant Application

I. PROPOSAL SUMMARY:

A. Agency _____
Address _____
Location _____

B. Briefly explain why your parish/school/ministry is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. Also, explain how this grant will further the educational, charitable or religious purposes of the Catholic Church in the Diocese of Boise.

C. Names, titles and phone numbers of the individuals who will direct the project (attach list if needed):

(Main Contact Person for Grant Site Visit) (Title) (Phone #)

E-mail Address of Main Contact Person: _____

Number paid full-time staff: _____ Number of volunteers: _____

Number of additional staff required for this project, if any: _____

D. Total cost of project: \$ _____ Amount requested in this grant: \$ _____

E. When do you anticipate starting project: _____

Completion date: _____ Services begin: _____

F. Has the Idaho Catholic Foundation funded this project or any other program with your organization before? _____ Date: _____ Amount: _____



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My signature verifies that the organization applying for this grant currently has a tax exemption under the Internal Revenue Code 501(c)(3) and is not classified as 'a private foundation' as defined under Code section 509(a). My signature is made as one who is authorized to do so on behalf of the applying organization.

Project Director

Priest, Principal, Ministry Leader

Date

Date

II. **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.
7. The BUDGET FOR THE PROJECT. Identify the specific uses of the requested grant (i.e., materials, capital construction, salaries, etc.).



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8. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts. Identify money received vs. pledged.

C. 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.

III. ATTACHMENTS:

A. Financial Information

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available.
2. Your current year operating budget with revenue and expenses. If grant request is included, show it as sub-heading.

B. Other Supporting Materials VERY IMPORTANT: Your request cannot be considered without the following information when applicable.

1. A list of your School Board or Parish Finance Council or ministry leaders with addresses and phone numbers.

2. **Major Expenditures/Construction/Renovation Projects:**

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.

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.

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.

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.



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3. **Requests for funding for major purchases of furniture, fixtures or equipment of any kind must be accompanied by copies of at least 2 competitive bids or proposals.**

If the information is not included the request will be incomplete and returned.

4. **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. At least two competitive bids must also be included as in #3 above.

Mail your complete Grant Application to:

Idaho Catholic Foundation, Inc.

1501 South federal Way

Suite 400

Boise, ID 83705