



Catholic Charities Campaign for Charity and Justice Community/Economic Development Grant Application

Before submitting this application, please check ensure your project or program matches our published interests and the forms of grant support that we will consider providing (e.g., general support, project support, etc.). Information about this grant programs is available from Catholic Charities on our website, www.catholiccharitiesny.org/cccj

Instructions

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send video or any other media unless specifically requested

Please choose ONE of the following methods of submission:

- Submit Online at www.catholiccharitiesny.org/cccj
- Mail printed copy to:
 - Catholic Charities of New York
 - Department of Social & Community Development
 - 1011 First Ave, 7th Floor
 - New York, NY 10022
 - % - Mr. Richard Espinal

DEADLINE - January 15th, 2018



Catholic Charities Campaign for Charity and Justice

Community/Economic Development

Application Form Cover Sheet

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Project name (if applicable): _____

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone: _____ **Fax:** _____ **E-mail:** _____

Executive Director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): _____

If no, please explain: _____

Provide name and EIN of 501 (c)3 serving as Fiscal Sponsor: _____

Grant request: \$ _____

Check one (based on provided guidelines):

General support _____

Project support _____

Total organizational budget (for current fiscal year): \$ _____

Dates covered by this budget (mo/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (mo/day/year): _____



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Community/Economic Development

Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE—Five pages maximum.

A. Background—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships — both formal and informal — 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 for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

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—Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information—Please provide the dates that each document covers.

1. Your MOST RECENT FINANCIAL STATEMENT, audited if available.
2. Your OPERATING REVENUE AND EXPENSE BUDGETS for the current and prior fiscal year including sources of income.
3. If project funding is requested; CURRENT REVENUE AND EXPENSE BUDGET FOR THE PROJECT. List each staff line separately and include % of time spent on project. Indicate the specific sources and uses of the requested grant, if possible.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.