



Guidelines:

1. Grants will be made to organizations, schools and parishes that meet the following criteria:
 - A. The grant applicant is listed in the Directory of the Diocese of Lubbock; and
 - B. The applicant is tax-exempt under §501(c)(3) of the Internal Revenue Code.
2. Grants will be approved in the amounts of \$250, \$500, \$750 or \$1,000.
3. All grant applications and all supporting documents are due at 5 p.m. on May 15. If May 15 falls on a Saturday or Sunday, applications are due at 5 p.m. the following Monday.
4. Due to the number of applications, late requests will not be considered.
5. All grant applications must have the approval of the pastor and must include his signature.
6. Only one grant application will be funded per parish/school/organization. In the event that more than one application is received, the pastor will be contacted and asked to rank each submitted application in priority order.
7. Preference is given to projects that can be completed or substantially completed with a grant of \$250, \$500, \$750 or \$1,000 from The Catholic Foundation, in combination with other promised funds for the project.
8. Due to limited funds, not all requests will be funded. Please continue your other fundraising efforts.
9. The Catholic Foundation Board of Directors will consider grant applications at its annual meeting in June. All applicants will be notified no later than June 30. Checks will be distributed at the Grant Awards Luncheon. Grant requests will not be considered at any other time.
10. **New Requirement beginning in 2019:** All grants awarded will require a Status Report. Status reports must be filed within 12 months after funding of the grant or within 60 days after the project is completed, whichever is sooner. Status reports will include photos, receipts, descriptions, and testimonials. The Foundation will not accept applications from a grant recipient which has failed to file timely status reports for a previous grant.

Application:

Name of Parish/School/Catholic Organization	
Address	
City, State, Zip	
Project Coordinator: (Person in Charge of Project)	
Pastor Signature (REQUIRED)	
Telephone Number for Project Coordinator	
E-mail Address for Project Coordinator	
Please select the <u>main</u> category your project falls under. Only select one.	<input type="checkbox"/> Catechesis/Evangelization <input type="checkbox"/> Parish Ministry <input type="checkbox"/> Construction/Renovation <input type="checkbox"/> Capital Expenditure <input type="checkbox"/> Parish debt <input type="checkbox"/> Operational Expenses <input type="checkbox"/> Other (explain):
1. Brief Description of your project or program: Use additional pages to further explain the project and the specific use of grant funds. Include photos, quotes, bids, product name & description,	
2. What is the total budget for the total project?	
3. Please explain why this project is needed. (Who will benefit from this project/program? How will they benefit?) *If this is a construction or renovation project please provide ample detail including safety concerns, specific materials need, quantity of materials, labor sources, etc.	

<p>4. Please describe when, where and how this project/program will be implemented. (For example, timeline, fundraising plans, contractors to be used, etc.)</p>	
<p>5. Please list the other sources of funding for this project and the expected amount to be contributed.</p>	

Please attach a detailed project description, any supporting documents, including bids, photos, or other details. Submit all information **no later than 5 p.m. on May 15** to:

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