

# 2017 Grant Workshop



THE **CATHOLIC**  
COMMUNITY FOUNDATION  
OF SANTA CLARA COUNTY

# Welcome!

**Marie Galetto**

*Marketing & Grants Program Manager*

408.995.5219 x21

galetto@cfoscc.org

777 North First Street, Suite 490

San Jose, CA 95112

9AM – 5PM



# Agenda

1. The Foundation
2. Grant Category Descriptions
3. Dates & Deadlines
4. Requirements
  - Reports
5. Application Process
6. Other Funding Sources
7. Questions

**THE CATHOLIC  
COMMUNITY FOUNDATION  
SPRING GRANT CYCLE**



# Spring Grant Cycle

- **Goal:** to strengthen our community and allow focus to shift from financial insecurities to providing worthwhile Catholic ministries
- CCF has been granting since 2009
- Grants range from \$250 to \$10,000
- The average grant is \$4,000
- In 2016 we granted \$242,400 to 73 programs



# GRANT CATEGORIES



# Apolonia Andre Fund for Liturgical Music

- **Purpose:** Enriching parish worship through music
- **Applicants:** Parishes only
- **Examples:**
  - Music boot camp
  - New song books
  - Musical training for musicians/choir
- **Available Funds:** \$3,900



# Parish Outreach

- **Purpose:** Support parish social ministries which address the needs of the community
- **Applicants:** Parishes only
- **Examples:**
  - Health clinic
  - Parish food pantry
  - Rent assistance
- **Available Funds:** \$72,500





# Parish Stewardship

- **Purpose:** Support efforts to increase stewardship, starting with the worship experience
- **Applicants:** Parishes & Diocesan Stewardship Office
- **Examples:**
  - Stewardship seminars
  - Regional stewardship conferences
  - Improving AV equipment for the Church
- **Available Funds:** \$60,300



# Pastoral Ministry Training & Formation

- **Purpose:** Support faith formation programs/activities which enhance Catholic Faith in our community
- **Applicants:** All Catholic organizations in Santa Clara County
- **Examples:**
  - Youth Group Activities
  - Retreats
  - Hosting a speaker in the parish
- **Funds Available:** \$72,600



# Two Year Grant

- Parish Outreach only
- Grant for 2017 & 2018 (only apply once)
- Grants Committee selects applicants
  - Supplemental questions will be sent
- Committee may decide not to award a two year grant this year

# DATES & DEADLINES

# Important Dates

- **February 1** – Cycle Opens
- **March 31, 5:00 PM** – Cycle Closes
- **April/May**
  - Pastoral approval emails sent
  - Marie gathers additional information, if needed
  - Two-Year Grant applicants contacted
  - Grants Committee meets to make decisions about awards
- **June** – Decisions sent to parishes/organizations

# Important Deadlines

- **March 31, 2017 5:00PM** – All applications for 2017 Cycle are due
- **April 15, 2017** – Final Reports due for 2016 grants
- **December 2017** – Mid-Year Reports due
- **April 2018** – Final Reports due for 2017 grants

# REQUIREMENTS



# Requirements

- Signed Grant Agreement Letter
- Announcement in parish/organization bulletin or newsletter
- If you want to make a significant change to your project, please contact Marie for approval first
- Photos of your program/project
- Mid-Year and Final Reports
  - Available on your homepage at <https://giving.cfoscc.org>
- Return any unused funds to the Foundation



# Mid-Year Report

- Brief summary of how the project is going
- Provide specific details and numbers
- Examples:
  - On February 23 there will be a parent meeting and potluck, there will also be another in May. Currently, educational field trips are being planned.
  - To date we used \$100 of the rent grant. We helped 14 families (a total of 28 persons). An additional \$500 is pledged to help 5 more families (17 people) in the next few weeks.

# Final Report

- In-depth look at how grant funds were spent and who you reached
- Please provide pictures of your program/project
- Sample of Final Report Questions:
  - How many people did you reach?
  - Describe the short term and long term benefits of your program.
  - Detailed breakdown of revenue and expenses for your project



# Example: Parish Outreach

**2. Approximately how many people did your program reach:**

Directly:   36  

Indirectly:           

**How did you track these numbers?**

Rental assistance along with assistance for utilities, food and transportation is usually provided to families in need from our SVdP Conference funds on an ongoing basis. We supplemented our Conference funds with the \$2000 received from this grant. The funds were restricted for rental/housing assistance only. Each family that was provided rental or housing assistance with grant funds from the period of July 1, 2016 through November 30, 2016 was recorded in a spreadsheet (see attached). We also recorded the size of the family to determine the number of people directly helped.

**3. Describe the short-term and long-term benefits of your program.**

The short term benefits were that 14 families avoided eviction and homelessness by receiving rental assistance using the grant funds. Our long term goal is to try to refer these families to affordable housing alternatives but these opportunities are limited because the demand is greater than the supply in the Bay Area.



# Example: Parish Outreach

Revenue		Comments
Donations from individuals	\$ 14,019.00	2 Church Collections
Participant fees	\$ -	
Other grants	\$ -	
<b>Grant from the Foundation</b>	\$ 2,000.00	
Parish operating funds	\$ -	
Other	\$ 208.41	Donations from members
<b>Total revenue:</b>	\$ 16,227.41	
Expenses		Comments
Materials	\$ -	
Space/Venue	\$ -	
Contracted Assistance	\$ -	
Travel/Lodging	\$ -	
Food & Drinks/Hospitality	\$ -	
Other	\$ 17,479.36	Rental/Housing Assistance Provided
<b>Total spent:</b>	\$ 17,479.36	
<b>NET:</b>	\$ (1,251.95)	

# Example: Pastoral Ministry

**2. Approximately how many people did your program reach:**

Directly: \_\_\_\_\_ 35 \_\_\_\_\_

Indirectly: \_\_\_\_\_ 245 \_\_\_\_\_

**How did you track these numbers?**

We have a combined total of 26 faculty plus 11 non-academic staff. Two were unable to attend the retreat because of family commitments. Thirty-five attended the day retreat which then benefits our entire student body. Fourteen were able to spend the night.

**3. Describe the short-term and long-term benefits of your program.**

Retreat goals are two-fold: the personal spiritual growth of the faculty and staff as well as creation of a spiritually Catholic environment within our school. The retreat happened mid-week during our pre-planning week prior to the start of school (August 10-11). It was a welcome break from the planning meetings and policy review, providing opportunities for Mass, reflection, fellowship and formation talks. Those who were able to stay overnight received additional retreat from the day-to-day, more quiet and reflection.

**4. What, if anything, would you do differently?**

Nothing – it was a beautiful retreat and a wonderful start to the school year. Faculty and staff had personal time for spiritual reflection as well as time for fellowship and catching up with peers after being away for summer. The day included talks and discussion followed by dinner and a bonfire. The next morning started with breakfast and a hike at Rancho San Antonio before the wrap up session. Photos are attached.



# Example: Pastoral Ministry

Revenue		Comments
Donations from individuals	\$ -	
Participant fees	\$ -	
Other grants	\$ -	
<b>Grant from the Foundation</b>	\$ 2,000.00	
Parish operating funds	\$ -	
Other	\$ 275.00	Teacher in-service budget
<b>Total revenue:</b>	\$ 2,275.00	
Expenses		Comments
Materials	\$ -	
Space/Venue	\$ 1,400.00	14 overnight rooms x \$100
Contracted Assistance	\$ -	
Travel/Lodging	\$ -	
Food & Drinks/Hospitality	\$ 875.00	35x \$15/dinner and \$10/breakfast
Other	\$ -	
<b>Total spent:</b>	\$ 2,275.00	
<b>NET:</b>	\$ -	

# APPLICATION PROCESS



# Instructions

- Parishes may only submit ONE application per category
- All fields of the application are required
- Please provide at least two complete sentences in response to each question
- Parish based programs require approval from the Pastor
- Please do not send materials other than those specifically requested



# Review Process

- Starts with Marie
  - Initial review
  - Request additional information if needed
- Committee will meet in April/May to make decisions
- Letters mailed in early June

# Online Portal

[giving.cfoscc.org/applicant-login](https://giving.cfoscc.org/applicant-login)

- Contact Marie if you don't know your login
- This presentation, the User Guide, the Mid-Year Report and the Final Report are all available on your homepage
- You must submit your application online



# Loggin In

There are two ways to login to the Grant Applicant Portal. The first option is:

1. Go to [www.cfoscc.org](http://www.cfoscc.org). Click on LOGIN in the top right corner:



The other option is:

2. Go to <https://giving.cfoscc.org/applicant-login>



# Logging In

CONTACT US  

LOGIN PROFESSIONAL ADVISORS



User Actions

Who We Are

What We Do

Join Us

## WELCOME

### Returning Users LOG IN HERE

**For Assistance:**

Contact us at (408)995-5219  
or [info@cfoscc.org](mailto:info@cfoscc.org)

Website User  
Name

Password:

Remember Login

LOG IN

[NEW USER REGISTRATION](#)

[Forgotten Password](#)



# Starting a New Application

CONTACT US



LOGIN PROFESSIONAL ADVISORS



Applicant Actions

Who We Are

What We Do

Join Us

My Home Page

WELCOME TO

PORTAL

View Saved Applications

ING.CFOSCC.ORG

For Assistance:

Contact us at (408)995-5219  
or [info@cfoscc.org](mailto:info@cfoscc.org)

GIVING.CFOSCC.ORG

New Grant Application

ce for the Catholic Community Foundation of

Santa Clara County

Logout

Within this area of the Catholic Community Foundation you are able to:

- Start a new Grant Application
- View any Saved and/or Submitted Applications
- View your Profile Information

**\*\*To review your submitted applications, please click the button below. Or click on "View Saved Applications" from the left-hand side of your screen.\*\***

View Saved Applications

## ZZZAAA's Profile Information

Deacon Zzz ZzzAAA, Jr.  
777 N 1st St Ste 740  
San Jose, CA 95112-6349

Email: [martin@cfoscc.org](mailto:martin@cfoscc.org)

Phone:

Website user name: ZZZAAA

Account #: 600324

### Manage My Account

- [General Application Information](#)
- [New Grant Application](#)
- [Email Preferences](#)



[Grant Applicant User Guide](#)



# Starting a New Application

CONTACT US



LOGIN PROFESSIONAL ADVISORS



Applicant Actions

Who We Are

What We Do

Join Us

## Grant Application Instructions:

### For Assistance:

Contact us at (408)995-5219  
or [info@cfoscc.org](mailto:info@cfoscc.org)

- Parishes may only submit ONE application per category. If more than one per category is submitted, it will be left to the pastor's discretion which program will be passed on for final review to the Grants Committee.
- All fields of the application are required.
- Please provide at least two complete sentences in response to each question.
- Parish based programs require approval from the Pastor. The Foundation will be in contact with the Pastor to confirm approval.
- Please do not send materials other than those specifically requested at this time.
- Call or e-mail Marie Galetto (408.995.5219 x21, [galetto@cfoscc.org](mailto:galetto@cfoscc.org)) if you should have any questions about the application process.

Next



# Starting a New Application

CONTACT US  

LOGIN PROFESSIONAL ADVISORS

General Proposal Application - Spring 2016

## For Assistance:

Contact us at (408)995-5219  
or [info@cfoscc.org](mailto:info@cfoscc.org)

**Apolonia Andre Fund for Liturgical Music:** Programs which are aimed at enriching parish worship life, and strengthening our communities around the Eucharistic celebration (available to parishes and the San Jose Diocese Chancery Office)

**Pastoral Ministry Training & Formation:** Faith formation programs or activities which help enhance the Catholic Faith in our community (available to Catholic organizations in Santa Clara County)

**Parish Outreach:** Programs or activities which help address needs in our communities (available to parishes only)

**Parish Stewardship:** Programs or training to help parishes grow financial support for new or continuing activities (available to parishes and the San Jose Diocese Stewardship Office) *Note:* Please remember to think more broadly about stewardship. Stewardship begins at the worship experience, and we invite you to consider your stewardship programs from this level, as appropriate.

Select Application Area:

Applicant Organization Name:

Project Title:

Parish(es):

Pastor:

Address:

City, State, Zip:

Phone:

Website:

## Grant Application Contacts

Primary Contact	Secondary Contact
Name: <input type="text"/>	Name: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Title: <input type="text"/>	Title: <input type="text"/>



THE CATHOLIC  
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# OTHER FUNDING SOURCES





# Other Funding Sources

- FADICA
  - Contact Brianna to run a full search
- Raskob Foundation
  - [www.rfca.org](http://www.rfca.org)
- Porticus
  - <http://us.porticus.com/>
- Sorci Foundation
  - 3883 Balcom Road  
San Jose, CA 95148-2400
  - 408.270.5629
- The Carl Gellert and Celia Berta Gellert Foundation
  - [www.gellertfoundation.org](http://www.gellertfoundation.org)

