

2018 GRANT WORKSHOP

TIPS AND HOW-TOS FOR SUCCESSFUL GRANT
APPLICATIONS AND REPORTS



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. Online Application Process
4. Dates & Deadlines
5. Requirements
 - Reports
6. Other Funding Sources
7. Questions

**THE CATHOLIC
COMMUNITY FOUNDATION
SPRING GRANT CYCLE**



Spring Grant Cycle

Our Goal

Strengthen our local community through the effective and vital programs that our parishes and Catholic Organizations provide



*St. Simon
St Vincent de Paul*

Spring Grant Cycle by the Numbers

2009

year of CCF's first grant

\$24M

granted since inception
(Spring & Designated)

Spring Grant Cycle
Total Granted

2016: **\$242,400**

2017: **\$263,900**

\$200-\$15,000

range of Spring Grants awarded in 2017

\$3,000

average grant awarded in
2017 across all categories

110

applications
received in 2017

88

grants awarded
in 2017



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

GRANT CATEGORIES

Totals Available in 2018

\$211,900

Apolonia Andre Fund for Liturgical Music: **\$4,700**

(Number of Grants in 2017: 15)

Parish Outreach: **\$73,400**

(Number of Grants in 2017: 22)

Parish Stewardship: **\$60,300**

(Number of Grants in 2017: 19)

Pastoral Ministry Training and Formation: **\$73,500**

(Number of Grants in 2017: 32)



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
- **Funds Available:** \$4,700



Parish Outreach

- **Purpose:** Support parish social ministries which address the needs of the community
- **Applicants:** Parishes only
Two-year grant possible
- **Examples:**
 - Health clinic
 - Parish food pantry
 - Rent assistance
- **Funds Available:** \$73,400



*Church of the Resurrection
St. Vincent de Paul*

Parish Stewardship

- **Purpose:** Support efforts to improve parish life and get people more involved in the parish community
- **Applicants:** Parishes & Diocesan Stewardship Office
- **Examples:**
 - Stewardship seminars
 - Improving equipment for the Church
 - Mailings to grow the community
- **Funds Available:** \$60,300

*Sacred Heart of Jesus
"Stewardship as a Way of Life"*

Pastoral Ministry Training & Formation

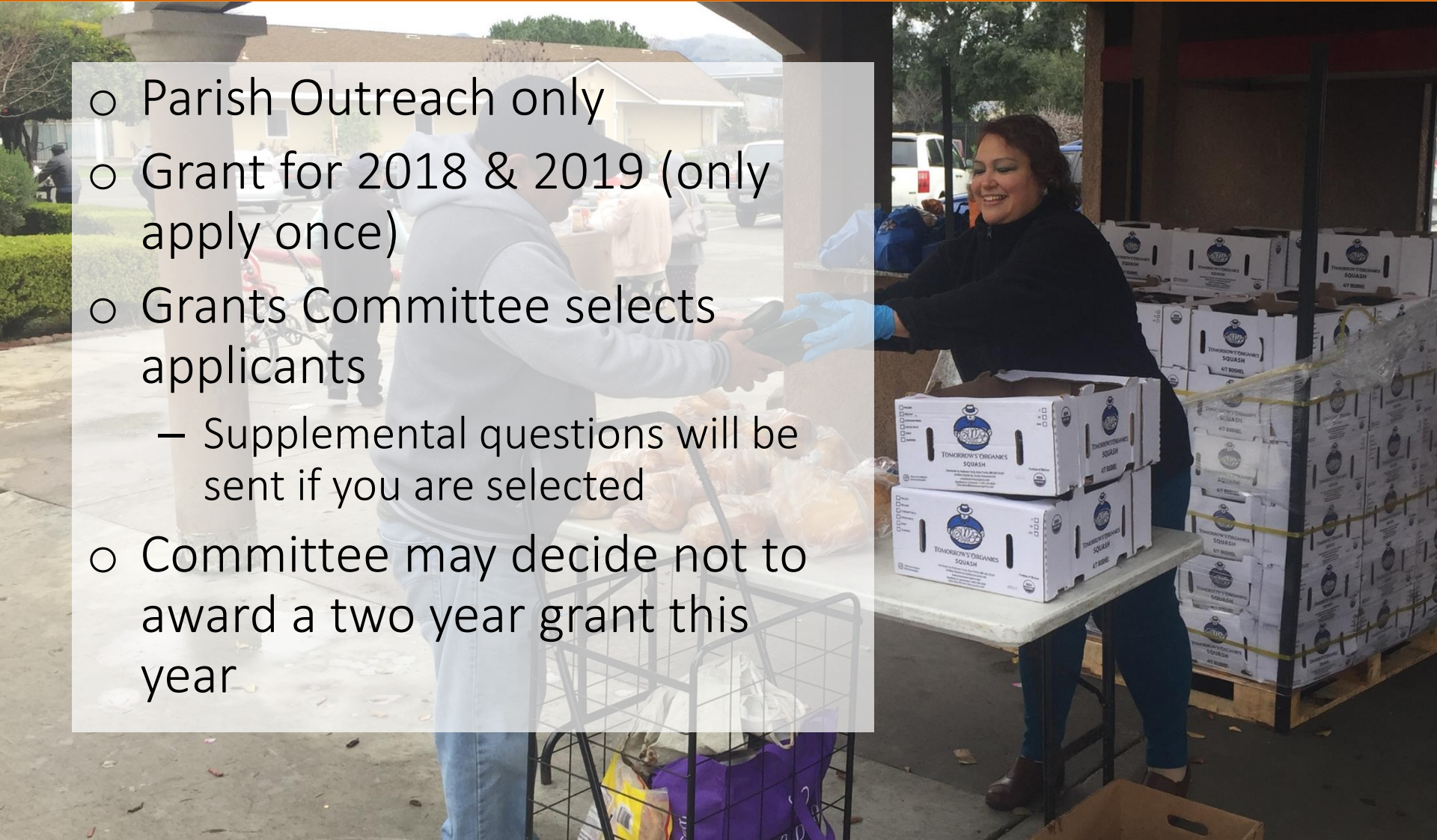
- **Purpose:** Support faith formation programs/activities which enhance Catholic Faith in our community
- **Applicants:** Parishes & Catholic organizations in Santa Clara County
- **Examples:**
 - Youth Group Activities
 - Retreats
 - Hosting a speaker in the parish
- **Funds Available:** \$73,500



*Queen of Apostles
Pan de Vida Retreat*

Two Year Grant

- Parish Outreach only
- Grant for 2018 & 2019 (only apply once)
- Grants Committee selects applicants
 - Supplemental questions will be sent if you are selected
- Committee may decide not to award a two year grant this year



APPLICATION PROCESS

Instructions

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

website, sound system, and other upgrades which will improve the worship experience and parish life; assistance for existing parish or deanery-wide stewardship programs.

Pastoral Ministry Training & Formation

Who Can Apply: Parishes, DSJ Department of Evangelization, and Catholic Organizations in Santa Clara County

Amount Available in 2018: \$73,500

Category Description: Faith Formation is key to the spiritual growth of our youth and young adults, but learning about our Catholic faith doesn't end after high school. This fund supports ministry training and faith formation programs that help people of all ages grow in their faith.

Examples of Past Grants: Retreats for youth/adults; youth/young adult/adult faith formation; leadership training programs; speaker series.

Select Application Area:

Applicant Organization Name:

Project Title:

Parish(es):

Pastor:

Pastor Email:

Address:

City, State, Zip:

Phone:

Website:

Grant Application Contacts

Primary Contact

Name:

Phone:

Email:

Title:

Secondary Contact

Name:

Phone:

Email:

Title:

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Review Process

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



Online Portal

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

Logging In

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

1. Go to 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

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

GIVING.CFOSCC.ORG
Santa Clara County

New Grant Application

Center for the Catholic Community Foundation of

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

Phone:

Website user name: ZZZAAA

Account #: 600324

Manage My Account

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



[Grant Applicant User Guide](#)



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

Starting a New Application

CONTACT US



LOGIN PROFESSIONAL ADVISORS



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

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

- 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) if you should have any questions about the application process.

Next



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

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

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

Name:

Phone:

Email:

Title:

Secondary Contact

Name:

Phone:

Email:

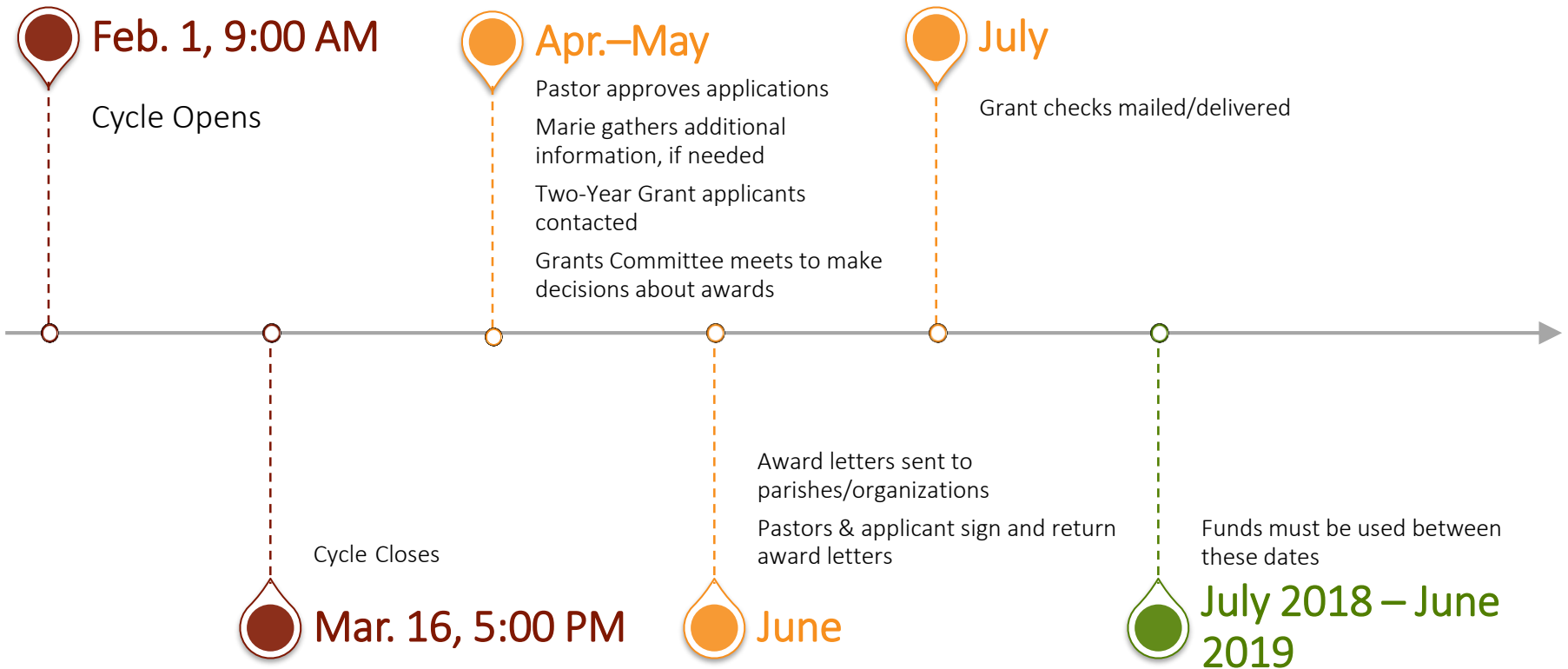
Title:



THE CATHOLIC
COMMUNITY FOUNDATION
OF SANTA CLARA COUNTY

DATES & DEADLINES

Important Dates



Important Deadlines

- **March 16, 2018 5:00 PM** – All applications for 2018-2019 Cycle are due
- **April 13, 2018** – Final Reports due for 2017-2018 grants
 - If your program happens after April 13, turn in your report with projected numbers
- **November 30, 2018** – Mid-Year Reports due
- **April 5, 2019** – Final Reports due for 2018 grants

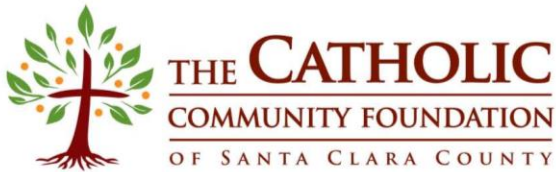
REQUIREMENTS

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, if possible
- 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.



Mid-Year Report Form

1. Is your program still on track as originally stated in your application? (You can view your 2016 application(s) [online](#), or contact the Grants Program Manager for assistance.)

Yes

No

a. If no, have you received approval from the Foundation to make these changes?

Yes

No

b. Describe any proposed changes to the original intent of the grant:

2. Provide an update on your program: Have events been planned, already happened, etc.? Have Foundation funds been used yet?

Event will be held on February 24 and 25, 2017. All funds awarded will be used towards the event.

Short and sweet – perfectly acceptable



Mid-Year Report Form

1. Is your program still on track as originally stated in your application? (You can view your 2016 application(s) [online](#), or contact the Grants Program Manager for assistance.)

Yes

No

a. If no, have you received approval from the Foundation to make these changes?

Yes

No

b. Describe any proposed changes to the original intent of the grant:

N/A

2. Provide an update on your program: Have events been planned, already happened, etc.? Have Foundation funds been used yet?

To date, we have planned both the 10th and 11th grade retreats. We are in the process of booking venues, transportation, and gathering supplies for the student retreat experiences. The 10th grade retreats will happen in January of 2017, and the 11th grade retreats are set to happen in March and May of 2017. We have spent the following of the Foundation funds:

- \$927- Deposit for both 10th grade retreats
- \$1,032.50 - Deposit for March Kairos (11th grade retreat #1)
- \$1,246.25 - Deposit for May Kairos (11th grade retreat #2)
- \$600- Bus reservation fee for 11th grade retreats
- \$846.58- Necklaces (supplies for 11th grade retreat)
- \$241.88- Notebooks (supplies for 11th grade retreat)

▪ Total: \$4,894.21

More detail is looked upon favorably by the committee, but not a requirement

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	\$ -	
Grant from the Foundation	\$ 2,000.00	
Parish operating funds	\$ -	
Other	\$ 208.41	Donations from members
Total revenue:	\$ 16,227.41	
Expenses		Comments
Materials	\$ -	
Space/Venue	\$ -	
Contracted Assistance	\$ -	
Travel/Lodging	\$ -	
Food & Drinks/Hospitality	\$ -	
Other	\$ 17,479.36	Rental/Housing Assistance Provided
Total spent:	\$ 17,479.36	
NET:	\$ (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	\$ -	
Grant from the Foundation	\$ 2,000.00	
Parish operating funds	\$ -	
Other	\$ 275.00	Teacher in-service budget
Total revenue:	\$ 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	\$ -	
Total spent:	\$ 2,275.00	

NET:	\$ -
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OTHER FUNDING SOURCES

Other Funding Sources

- FADICA
 - Contact Marie to run a full search
- Raskob Foundation
 - 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



QUESTIONS?

