



General Grant Application Instructions:

- Please provide all of the information in the order listed.
- If applicant is not a parish, provide copy of applicant's Internal Revenue Service determination letter, confirming that applicant is recognized by the IRS as a tax-exempt charitable organization. Also confirm that applicant is a registered Catholic organization.
- All questions relative to the request must be fully completed. Do not respond with just one or two sentences. Please be clear and concise.
- Please include a summary of the program budget per our template
- Applicant must sign application; if request is parish based, pastor also must sign application.
- All grants are awarded on a one-time basis only. Though applicants may apply for a grant each year for the same program, continual approval by the Catholic Community Foundation is not guaranteed.
- Submit application to the Catholic Community Foundation by mail, email, or fax.
- Do not include materials other than those specifically requested at this time.
- Do not send videotapes.

Grant Application Deadline:

April 15, 2013

Grant Administrator
Catholic Community Foundation of Santa Clara County
777 N. First Street. **Suite 490**
San Jose, CA 95112
Office: 408-995-5219 x 21
Fax: 408-995-5865
Email: info@cfoscc.org



THE CATHOLIC
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Application area (check one):

- **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 diocesan stewardship office**)

Project Title: _____

Parish(es): _____

Pastor: _____

Non-parish Group: _____

Address: _____

City, ST, Zip: _____

Phone: _____

Website: _____

Grant Application Contacts

Primary Contact:

Secondary Contact

Name: _____

Name: _____

Phone : _____

Phone: _____

Email: _____

Email: _____

Title: _____

Title: _____

I certify that the information contained in this application is accurate and that the project, should this grant be approved, has my full endorsement (signature required if parish-based):

Pastor's Signature: _____



1. Parish Mission Statement (or Program Mission Statement, if applicable):

2. Request for Funding Statement:

3. Describe the project, including activities and objectives.

4. Is this a new program or a continuation of an existing project? _____



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5. Have you applied for a grant from the Catholic Community Foundation before? If yes, in what year did you apply, what was the grant for, and, if awarded, what was the total dollar amount?

REMINDER: If you received a grant in 2012 in any area, we must receive a report on that grant by 4/30/13 in order to consider any 2013 grant request.

6. Amount Requested: _____ **Total Program Cost:** _____

PLEASE INCLUDE PROGRAM BUDGET INFORMATION USING OUR TEMPLATE

7. If the amount requested is not equal to the total program cost, what is the plan for funding the remainder? Please indicate whether or not the additional funding has been secured.

8. If the amount awarded is less than the amount requested, would you still be able to continue with your program? Please explain. Is there a minimum amount you must be awarded in order for your program to continue?



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9. What is the result you hope to achieve from this project? How will you measure whether the project is successful? (150 words or less)

Program Start Date: _____ / _____ / _____

Program End Date: _____ / _____ / _____

- **I agree to comply with any requests for publicity from the Foundation.**
- **I agree to submit an annual report to the foundation, or upon completion of this project/program, no later than 4/30/14.**
- **I agree to inform the Foundation of any changes in the activities or unanticipated delay with the program/project in a timely manner.**
- **I agree to reply to all communications from the Foundation within 15 days.**

Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Title: _____

PLEASE NOTE: All applications must be submitted by 5:00 pm on April 15, 2013