



**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
APPLICATION FOR LOCAL GRANTS
ARCHDIOCESE OF OKLAHOMA CITY**

- ◆ **CAREFULLY READ CRITERIA FOR APPLYING**
- ◆ **COMPLETELY FILL OUT APPLICATION AND MAIL/FAX TO**

CCHD Local Committee
Becky VanPool
1232 N. Classen Boulevard
Oklahoma City, OK 73106
405-523-3000 ext. 245
FAX 405-523-3030

APPLICATIONS MUST BE POSTMARKED/FAXED BY
September 1, 2017

The Catholic Campaign for Human Development is the domestic anti-poverty, social justice program of the US Catholic Bishops. Its mission is to address the root causes of poverty in the US through promotion and support of community-controlled, self-help organizations and through transformative education.

An annual collection to support the Campaign is taken each year in US Catholic parishes on the weekend before Thanksgiving.

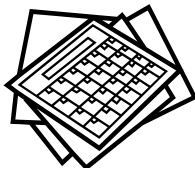
One-fourth of the money collected remains within the Archdiocese to fund local grants, while the remaining three-fourths funds national grants. These grants provide seed money for parish/organization based efforts that foster human development.

PLEASE NOTE:

- ◆ Grant requests are usually in the range of \$500-\$2,000.
- ◆ Applications must be filled out completely, legibly, and accurately.
- ◆ Multiple applications from one parish/organization must be prioritized. Please note 1st, 2nd, 3rd priority on front of application.
- ◆ **All requests must be signed by all appropriate persons.**
- ◆ **Applications without the signature of the pastor will not be considered.**

*ARCHDIOCESE OF OKLAHOMA CITY
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
CRITERIA ~ LOCAL GRANTS*

1. Funding is primarily for parish and Catholic School projects that promote human development. Funding is for assistance in project start-up.
2. Projects should be those which empower persons, provide for social needs, and/or address the root causes of injustice and poverty.
3. Projects should demonstrate both:
 - parish involvement with the support of the pastor;
 - involvement of persons being served
4. Grant funds are intended to be foundation monies only and not provide total support for the on-going needs of the project.
5. Funded proposals will receive grant monies in two payments. **Grant recipients must submit an interim report, photographs of the activities of the project, and photo release forms to receive second half of the grant.**
6. **Interim report note:** If project does not proceed as proposed, use interim report to give update.



**2017-2018 TIMELINE FOR APPLICATIONS AND
FUNDING**

- ◆ Applications due/postmarked **September 1, 2017**.
- ◆ Funding decisions made during **September 2017**. Initial disbursement of funds will be in September 2016.
- ◆ Interim Report due on or before **February 1, 2018**
- ◆ Final Report due **August 1, 2018**
- ◆ Remainder of funds disbursed upon receipt of interim report, photographs, and photo release form. For funds disbursed in September, this report is due February 1, 2018. Initial disbursements requested after September 1 require a progress report **within 4 months**. **Failure to submit a timely progress report will jeopardize approval for future funding.**



ARCHDIOCESE OF OKLAHOMA CITY
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
APPLICATION FOR LOCAL GRANTS

Project Title: _____

Sponsoring Parish: _____

Parish Address: _____

City, State, Zip: _____

Telephone [Area Code + Number]: _____

FAX [Area Code + Number]: _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

E-mail: _____

Telephone: _____ FAX: _____

Grant Amount Requested: _____

Timeline for Proposed Project: _____

Have you received previous grants from this fund? Yes No

If yes, have you returned the Interim or Final Progress Report? Yes No

Date of Report: _____



1. Purpose Statement of Project:

2. Identify the goal(s)/objective(s) for the funds requested. *Projects are intended to be those which empower persons and provide for social needs, and/or address the root causes of poverty or injustice.*

3. A. Clearly describe how the parish (which group and/or parishioners) is involved in the planning/carrying out of the project:

B. Clearly describe how those persons being served are involved in the design and implementation of the project.

4. Budget - complete form provided on p. 5.

5. Progress Report(s) – complete form provided at appropriate times.

Note: attach additional pages, if needed, to complete any question.



ARCHDIOCESE OF OKLAHOMA CITY
 CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
 PROJECT BUDGET ~ LOCAL GRANTS

Project Name: _____

PROJECT INCOME	BUDGET	INTERIM	FINAL
<i>List all sources</i>	AMOUNT		
Grant Request amount	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL INCOME	\$	\$	\$
PROJECT EXPENSES			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$
BUDGET BALANCE	\$	\$	\$
VALUE IN-KIND SUPPORT			
List Sources (Examples: Staff & Volunteer Time, Meeting Space, Printing, etc.)			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Budget Completed By _____



ARCHDIOCESE OF OKLAHOMA CITY
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
SIGNATURE PAGE ~ LOCAL GRANTS

Please review your application to ensure that all information is provided.
If you have any questions, please call Becky VanPool, 405-523-3000 ext. 245.
An incomplete application will not be considered.

We have completed and/or reviewed this application. We are in support of the project.

Signature of Person Submitting Proposal

Date

Parish Group Responsible for Project

Chairperson

Signature of Principal [if applicable]

Date

Signature of Pastor

Date

Project Submitted/Mailed/Faxed on

Date



PLEASE RETAIN THIS FORM. DO NOT SUBMIT WITH INITIAL APPLICATION.

INTERIM REPORT

If grant is received, submit this form with Interim Report with Page 8 and updated budget sheet.

Due **FEBRUARY 1, 2018** or within 4 months of initial disbursement of funds.

FINAL EVALUATION

Due **August 1, 2018**.

- Authorization and release attached form from those in photographs.
- Photographs included or sent electronically.
- Budget report attached with priest signature.
- Evaluation attached.



ARCHDIOCESE OF OKLAHOMA CITY
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
PROGRESS REPORT(S) ~ LOCAL GRANTS

Interim Report _____

Final Report _____

Instructions:

- **An Interim Progress Report** must be filed on or before **February 1, 2018** for funds requested September 2017.
- For initial requests after September, interim report is due **within 4 months** of disbursement of funds.
- The Interim Progress Report must be accompanied by an interim budget report (page 5), photographs, and a completed Authorization and Release Form from participants present in photos.
- If your project has been completed and all CCHD grant funds have been expended, the Interim Progress Report may be considered the Final Report.
- For ongoing projects, a **Final Report** must be submitted no later than **August 1, 2016**.
- **Approval of future grants will be in jeopardy if the sponsoring parish has failed to file an Interim Report (or Final Report).**
- **Please type or print.**

1. Fill out information

Project Title: _____

Sponsoring Parish: _____

Address: _____

Contact Person: _____

Telephone: _____ FAX: _____

E-mail: _____

Grant Amount \$ _____ Amount utilized: _____ Not used: _____

2. Attach Interim or Final budget report

3. **Evaluation:** Please attach an evaluation of your project that not only establishes its purpose but lists the major elements, goals, and objectives and how they are being, or were accomplished. The evaluation should also address the status of the project as well as future for operation.

4. Comments:

Contact person signature: _____ Date: _____

Pastor signature: _____ Date: _____



Authorization and Release

I, the undersigned, _____ do hereby authorized the use of photographs, which include my likeness and picture, and my name, to be use by Catholic Charities, for promotion of the Catholic Campaign for Human Development (CCHD), or other uses by Catholic Charities, in publicizing the work or project represented by the photograph.

I understand that these photographs may be printed in the Sooner Catholic to publicize the annual appeal of CCHD in November, in local flyers distributed to parishes in the Archdiocese as advertisement of the work done at the parish level with the funds from the CCHD, in national brochures demonstrating the use of CCHD funds across the country, or in promotional materials relating to activities of Catholic Charities.

I hereby release, and hold harmless, the Archdiocese of Oklahoma City, Catholic Charities and its employees from liability for use of the photographs and name for promotional purposes in keeping with this authorization and release.

Signature

Date

Consentimiento Para Publicación de Fotografías

Yo, la persona abajo firmante, _____, otorgo mi autorización para que Caridades Católicas haga uso de fotografías que incluyan mi imagen y que puedan ser necesitadas para promocionar la Campaña Católica para el Desarrollo Humano (conocido por sus siglas en ingles CCHD), o cualquier otra publicación o proyecto que Caridades Católicas estime conveniente.

Yo comprendo que estas fotografías pueden ser publicadas durante la Campaña de Colecta Anual de la CCHD en noviembre en el Periódico Católico "Sooner Catholic". También pueden ser utilizadas en publicaciones locales dirigidas a las Iglesias de la Arquidiócesis para informar acerca del trabajo realizado con los fondos de CCHD a nivel parroquial o en trípticos distribuidos a nivel nacional que informen acerca del uso de los fondos de CCHD en todo el país; o en materiales promocionales que tenga relación con Caridades Católicas.

Yo libero y exonero a la Arquidiócesis de la ciudad de Oklahoma, a Caridades Católicas y a sus empleados y representantes de cualquier obligación o responsabilidad asociadas con el uso de estas fotografías para los propósitos promocionales explicados en este documento.

_____ Firma/Fecha