



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

- ◆ **CAREFULLY READ CRITERIA FOR APPLYING**  
◆ **COMPLETELY FILL OUT APPLICATION AND MAIL OR 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 OR FAXED BY  
September 1, 2018**

*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 United States 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 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.**



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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 or school involvement with the support of the pastor
  - ✓ involvement of persons being served
4. Grant funds are intended to be foundation monies only and not to 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.

**2018-2019 TIMELINE FOR APPLICATIONS AND FUNDING:**

- ◇ Applications due/postmarked by **September 1, 2018**.
- ◇ Funding decisions are made during **September 2018**. Initial disbursement of funds will be in September 2018.
- ◇ Interim Report is due on or before **February 1, 2019**
- ◇ Final Report is due **August 1, 2019**
- ◇ Remainder of funds are disbursed upon receipt of interim report, photographs, and photo release form. For funds disbursed in September, the report is due on February 1, 2019. 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.**



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

Project Title:

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Sponsoring Parish/School:

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Parish Address:

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City, State, Zip:

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Telephone: (    )

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Fax: (    )

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Contact Person:

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Street Address:

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City, State, Zip:

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E-mail:

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Telephone:

Fax:

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Grant Amount Requested:

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Timeline for Proposed Project:

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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, 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 being 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.



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PROJECT BUDGET - LOCAL GRANTS

Project Name: \_\_\_\_\_

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

Budget Completed By \_\_\_\_\_



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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

\_\_\_\_\_  
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,  
SUBMIT THE FOLLOWING AT THE INDICATED DATE:

### INTERIM REPORT

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

Due **FEBRUARY 1, 2019** or within 4 months of initial disbursement of funds.

- Authorization and release forms for individuals in photographs.
- Photographs printed or sent electronically to: [bvanpool@ccaokc.org](mailto:bvanpool@ccaokc.org).
- Interim budget report (page 5)

### FINAL EVALUATION

Please attach the following:

Due on **AUGUST 1, 2019**

- Final budget report with priest signature.
- Final summary.



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PROGRESS REPORT(S) - LOCAL GRANTS

\_\_\_ Interim Report    \_\_\_ Final Report

Instructions:

- **An Interim Progress Report** must be filed on or before **February 1, 2019** for funds requested September 2018.
- 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, 2019**.
- **Approval of future grants will be in jeopardy if the sponsoring parish has failed to file an Interim Report (or Final Report). Please print or type.**

1. Fill out information:

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Project Title: \_\_\_\_\_

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Sponsoring Parish: \_\_\_\_\_

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Address: \_\_\_\_\_

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Contact Person: \_\_\_\_\_

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Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

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E-mail: \_\_\_\_\_

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

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2. Attach Interim or Final budget report
3. Please submit a project status with your interim report and then later attach a summary with your final report. This is to be an evaluation of your project that not only establishes its purpose but lists the major elements, goals, and objectives and how they are being met. The evaluation should also address plans for future operation.
4. Comments:

Contact person signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Authorization and Release**

I, the undersigned, \_\_\_\_\_ do hereby authorize the use of photographs, which include my likeness, picture, and my name, to be used 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 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.

Comprendo que estas fotografías podrían ser publicadas durante la Campaña de la Colecta Anual de CCHD en noviembre en el periódico católico "Sooner Catholic". También podrían ser utilizadas en publicaciones locales dirigidas a iglesias de la arquidiócesis para informar acerca del trabajo realizado con los fondos de CCHD a nivel parroquial o en folletos distribuidos a nivel nacional que informan acerca del uso de los fondos de CCHD en todo el país; o en materiales promocionales que tengan 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 asociada con el uso de estas fotografías para los propósitos promocionales explicados en este documento.

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha