



Catholic Diocese of Richmond
2009 Bishop's Appeal Grant Program
Application Guidelines

The Bishop's Appeal is an annual diocesan-wide fundraising effort that provides funding to support Catholic institutions, programs and ministries throughout Virginia. Grant awards are distributed through a competitive review process to select programs throughout the diocese that will carry out the apostolic work of the Church and thus, will have the greatest impact on the lives of people they serve.

The Diocesan Grant Advisory Board, appointed by Bishop DiLorenzo, will review applications and recommend grants awards. Catholic entities affiliated with the Diocese of Richmond (parishes, schools, offices, organizations and ministries) may apply for funding if the scope of their program is within the focus areas of the Diocesan Case Statement and meets the criteria stated below.

Eligibility for Funding from Bishop's Appeal:

- A. The applying Catholic entity must be affiliated with the Catholic Church in the Diocese of Richmond.
- B. The applying Catholic entity must be listed in the Official Catholic Directory or have tax-exempt status as a 501(c)(3) entity.
- C. The program and grant beneficiary must be located within the geographic area served by the Diocese of Richmond.
- D. The project for which funding is requested must conform to the moral and social teachings of the Catholic Church.
- E. The project for which funding is requested must be applicable to the 2009 Diocesan Case Statements (**Appendix A**).

Priority:

- A. Grants will be made consistent with Diocesan Policy.
- B. The following priorities will be considered in awarding grants:
 - Meeting the Temporal and Spiritual needs of the Diocese
 - Appropriateness to the Diocesan Case Statements (**Appendix A**)
 - Projects that serve multiple persons or groups
 - Applications for a Matching Gift

Limitations:

- A. Grants are not made:
 - For payment on prior incurred debt
 - To individuals
 - For contributions to general fundraising campaigns
 - For endowment funds
 - For research projects, surveys, planning and feasibility studies, etc.
 - For operational expenses

- Toward the first 1/3 of a capital building or major renovation project.
- B. Grants are approved on a year-to-year basis and are not automatically renewable.

Submission Instructions

A. Deadlines:

1. Applications for consideration must be received or postmarked no later than:
 - **(Revised) Friday June 12, 2009**
2. Emergency grant requests may be submitted for consideration at any time, but are only funded based on the amount collected from the Bishop's Appeal.

B. Completed grant applications should be sent to:

**Diocesan Grant Application
Catholic Diocese of Richmond
7800 Carousel Lane
Richmond VA 23294-4201
Attn: Candra Parker**

C. Your grant application should include the following:

1. Original grant application form.
2. Balance Sheet and Income Statement with budget to actual data as well as any financial or project information you feel would support your request
3. Any letters of recommendation or endorsement (optional)
4. A copy of the tax-exempt status letter, if the organization is a non-profit entity
5. For Matching Gift applications, applicants should present positive documentation that other public and/or private sources will commit their funds to support their efforts.

D. The Diocesan Grant Advisory Board will review all grant applications and submit their recommendations to the Director of Development. Decisions will be made by September 30, 2009.

E. Please direct inquiries to:

**Candra Parker, Director
Office of Development
7800 Carousel Lane
Richmond VA 23294-4201**

**Phone: 804-359-5661
E-mail: cparker@richmonddiocese.org**

Other Requirements

- A. Applications must be endorsed by the authorized official of the governing body of the applying entity.
- B. Recipients of Diocesan grant funding are required to submit an **After Action Report** 30 days after the expenditure of funds. Report forms and guidelines will be provided with the grant contract.

Appendix A: 2009 Diocesan Case Statements

Fuel and Hunger Fund

In these challenging economic times, we have observed an increase in demand for basic needs of families and individuals across the diocese. The soup kitchens, food pantries and shelters for the homeless that are run by Catholic organizations demonstrate our concern for and commitment to the poor. The Diocesan Fuel and Hunger Fund, makes grants to qualifying parishes and organizations within the diocese that provide direct emergency assistance to persons with fuel and hunger needs.

NOTE: There is a separate application process to apply to the Fuel and Hunger Fund. These applications will be available in the fall of 2009.

Catholic Schools

Our Catholic schools nurture responsible stewardship. They blend a faith-centered way of life with a curriculum designed to prepare our children for today and for the future. This invaluable ministry is sustained, in part, through the generosity of so many stewards who are keenly aware of the importance of providing values-based education rooted in our rich Catholic tradition.

Funds provide assistance to various projects of Catholic schools in the diocese, through Bishop's Appeal grants or donor designated gifts made to schools.

Cultural Ministries

The Gospel is proclaimed, celebrated and lived by people of many ethnic and cultural backgrounds within the diocese. The richness of diversity of our brothers and sisters in Christ, who share their faith and cultural traditions, enriches our faith journey. Funds from the Bishop's Appeal give support to the activities of our cultural ministries, which demonstrate the strength, variety and universality of the Church.

Ministry Support

Appeal funds support the ministries whose programs build up community, promote the sanctity of human life, encourage evangelization or foster the well-being of people in need of the Gospel message of Jesus Christ.

Parishes and Missions

Communities of Faith, the parishes and missions of our vast diocese, are the center of our spiritual support. They represent a rich tapestry of stewards committed to living a life of faith. Our Catholic communities often rely on the support of fellow Catholics in Virginia and the hope is to continue to assist those parishes and missions with limited financial resources.

Priests, Seminarians, Retired Priests

Our priests are an integral part of our Catholic life, dedicated to a life of service to the people of God. They are the celebrants of the mysteries of our faith, uniting us with Christ and nourishing us on our pilgrimage toward the fulfillment of God's promise.

A priest's needs include the continued development of his pastoral skills in relating to his people, as well as updating himself intellectually and spiritually. The diocese relies on Appeal gifts to help support priestly formation programs. Contributions may also aid seminarians preparing for a commitment to a life of service as well as provide for special assistance to those priests in retirement who have served us with dedication.

Spiritual Formation

The Church seeks to satisfy the thirst of its members to know and understand the Catholic faith, lead them to full participation in its ministries and enhance their spiritual life. Appeal gifts can help to provide faith renewal and leadership formation opportunities for Catholics in the diocese as described below.

Campus and Young Adult Ministry

There are many colleges and universities in the diocese. Annually, retreats and programs on Christian leadership, training, spirituality, liturgy, and so forth are sponsored by the diocese and thousands of our students have participated. There is a great benefit when these students return to their campuses to become the backbone of campus leadership and later in their parishes.

Christian Formation

Christian Formation programs and opportunities equip the laity for their mission as disciples of Christ. Catholics can be nurtured in their faith and development as lay leaders through formation programs that may be aided by generous gifts to the Appeal.

Retreat Centers

Retreat centers throughout the diocese provide a prayerful respite for people seeking fulfillment as God's stewards. Generosity to the Appeal may provide a source of funding for these centers.

Youth Ministry

Diocesan youth ministry programs have assisted in encouraging Christian lifestyles and strengthened commitment to the Catholic Church. They are a positive influence on the lives of the high school youths who participate. While challenging them to grow in their Catholic values and spiritual development, these opportunities prepare them to take parish leadership roles in the future. Appeal funding might help these programs to continue and flourish.