

St Catherine of Siena Foundation Grant Application Process

Overview

The St. Catherine of Siena Foundation is an endowment fund created by the Drake Newman Community parish. The parish provides ministry to the Drake University campus through the St. Catherine of Siena Catholic Student Center. The Foundation promotes the advancement of the parish by soliciting financial support and by management of the funds entrusted to its care, retaining principal whenever possible. The Foundation dedicates a portion of its investment income to fund grant projects that are reflective of the ministry of the parish.

Eligibility

Grant applicants must be registered members (student or non-student) of the Drake Newman Community/St. Catherine of Siena Catholic Student Center. Grant proposals must address one (or more) of our priority areas. The Foundation will not review projects that cannot demonstrate this connection.

Application Process

The Foundation accepts grant applications during its annual grant cycle. Applications received outside of the grant cycle will not be accepted. The Foundation will announce the amount of funding available for each grant cycle. Refer to the Timeline section for specific dates of the grant application process.

Funding Priorities

The Foundation's funding focuses on enhancing the faith life of the Drake Newman Community/St. Catherine of Siena Catholic Student Center within the context of three funding priority areas:

- Campus Ministry
- Community Outreach
- Education

The Foundation believes that projects based in the parish have the best opportunity to make a real difference in the faith experience of Drake University students and non-student parishioners. We look for projects that are grounded in the parish, involve one or more parishioners, and preferably, engage Drake students. Projects must be completed within the one-year funding cycle, though we look for projects that can have a lasting effect on enriching the spiritual life of our parish. To assist you in brainstorming and planning your project, below are a few ideas of how the funding priorities could be addressed.

Campus Ministry

Campus ministry projects should primarily benefit Drake University students. The mission of St. Catherine of Siena's Campus Ministry, in the words of the U.S. Bishops' Pastoral Letter on Campus Ministry, is to "enable members of the community to achieve a deeper understanding of their faith so that they are better prepared to witness to the kingdom of truth in the world."

The Foundation's grant funding can assist innovative approaches to providing ministry to Catholic and non-Catholic Drake students.

Examples of projects that could be considered responsive to our request for proposals include, but are not limited to:

- ♦ Engaging students in community service projects on the Drake campus and surrounding Des Moines area
- ♦ Connecting students with established community projects in the Des Moines area
- ♦ Connecting students with established national and international service projects
- ♦ Initiating faith-related study groups
- ♦ Sponsoring speakers

Community Outreach

Community outreach projects should primarily benefit individuals outside of the parish. The projects should be consistent with Catholic social teaching, "building a just society and living lives of holiness amidst the challenges of modern society." (www.usccb.org). Examples of focus areas for outreach that could be considered responsive to our request for proposals include, but are not limited to:

- ♦ Serving the needs of the less fortunate
- ♦ Seeking justice
- ♦ Overcoming oppression
- ♦ Promoting peacemaking

Education

Educational projects should help the parish build a faith community to become growing, sharing, and witnessing Christians in the Catholic tradition. Educational experiences could be targeted for students, non-students, interested groups within the parish, or individuals. Examples of projects that could be considered responsive to our request for proposals include, but are not limited to:

- ♦ Sponsoring speakers
- ♦ Coordinating retreats
- ♦ Planning liturgical and/or musical events
- ♦ Encouraging religious vocations
- ♦ Initiating faith-related study groups
- ♦ Attending conferences

Funding Guidelines

- The Foundation will not fund a project's full operating budget. The Foundation expects applicants to supply contributions to the project. Contributions may be cash donations, participant fees, or in-kind donations such as services, supplies, equipment, facilities, etc.
- The Foundation does not intend to fund multi-year projects; however, repeat requests for funding will be considered.
- Parish activities may be funded through the standing committees of the parish. Please consult with the ministerial staff if you believe your project could be funded through the parish operating funds.
- Current Foundation Board members may not submit grant requests.

Timeline for Annual Grant Cycle

Funding period July 1 through June 30

November/December: Foundation reminds parishioners of the grant funding cycle.

January/February: Foundation announces the amount of funding that is available for the next grant cycle. The Foundation disseminates grant application packets.

March 1: Application deadline.

March 1 - April 15: Foundation selects proposals to be funded and determines amount granted per proposal.

April 15: Foundation presents recommended proposals to be funded to Pastoral Council for review.

April/May: Grant recipients are notified; announcement is made to the parish and funding is made available to successful applicants.

Proposal Review Criteria

The Foundation President appoints a Grants Committee from among Foundation members each year. The Grants Committee reviews proposals using the criteria outlined below. The sections are scored for a total possible score of 100 points

Objective Criteria

Description of project	10 points
Applicability to priority funding areas	10 points
Project objectives, methodology, and timeline	25 points
Description of how the project will enrich the faith life of the parish	15 points
Parish involvement	10 points
Budget and budget narrative	10 points
Letters of support/commitment	10 points
Subtotal	90 points

Subjective Criteria

Up to an additional 10 points may be awarded based on:

- Value of idea
- Involvement of Drake University students
- Cutting-edge/learning opportunity

Total possible points: 100 points

Proposal Submission Information

The project narrative must not be more than five pages (not counting the cover page, budget and budget narrative, letters of support, or other attachments). Please number all pages. The proposal should be printed only on one side, with font size no smaller than 12 point.

Please submit one original and four copies as described above to:
Bobbi Segura, Foundation President
St. Catherine of Siena Foundation
1150 28th Street
Des Moines, Iowa 50311

An e-mail confirmation will be sent to the primary proposal contact person upon receipt of the proposal.

Proposal Specifications

Each application must include:

1. Cover page, see Attachment
2. Narrative section:
 - a. Description of the project or program and how it addresses one or more of the Foundation's funding priority areas.
 - b. Project/program objectives
 - c. Description of how the project/program will be accomplished
 - d. Timeline
 - e. Description of how the project/program will enrich the faith life of the parish
 - f. Description of how project/program experience and accomplishments will be communicated to the parish
3. Budget and budget narrative (if applicable)
Provide details for the project including items such as salary, supplies, equipment, contracts, travel, etc. Indicate the amount requested of the Foundation, the amount of matching funds, and the source of the matching funds. Matching funds may be cash donations or in-kind donations such as services, supplies, equipment, facilities, etc.
4. Letters of support/commitment
Submit at least two letters of support from key individuals who are collaborating on the project. Please submit letters of commitment from individuals or organizations providing matching funds or in-kind donations.
5. Other attachments relevant to the project.

Reporting Requirements

Grantees will be required to submit a mid-year report (if applicable) and a final report to the Foundation.

Technical Assistance

Members of the Grants Committee are available to have pre-submission discussions to explore your proposal's possibilities. The committee members are also available during your project's implementation to provide assistance and suggest resources. You may contact the Grants Committee through Bobbi Segura, Foundation President

The St Catherine of Siena Foundation Grant Application Cover Page

Date: _____

Name of Applicant/Organization: _____

Are you a registered member of the St. Catherine of Siena/Drake Newman Catholic Student Center parish? Yes__No__ (Not a determiner in receiving funds)

Address: _____

Street

City

State

Zip

Phone: _____ E-mail: _____

Title of Project/Program: _____

Time frame for project (maximum 12 months) Begins: _____ Ends: _____

Total cost of project/program: \$_____

Total funds requested: \$_____

Contributions to the project: Yes__ No __ (provided by you or other sources)

Type of contributions/funding (check all that apply):

____ Cash _____ (dollar amount)

____ In-kind _____ (estimated dollar value)

____ Fees _____ (dollar amount)

____ Other _____ (explain and estimate dollar amount)

