



## **Application for Financial Support Policy and Procedure**

### **Overview:**

The Catholic Foundation for Eastern South Dakota was incorporated in 1987 for the purpose of advancing the outreach of the Church in eastern South Dakota. By supporting individual parishes, Catholic institutions and Diocesan ministries, the Catholic Foundation is able to help the Church better serve the needs of its parishioners. The Catholic Foundation is a 501(C)3 non-profit organization that is governed by an independent board of directors.

The Catholic Foundation manages over 400 accounts valued at \$50 million that serve the 120,000 Catholics living in the Diocese of Sioux Falls. Most of the funds are “restricted” endowments, with distributions designated by donors to specific ministries or organizations, or agency accounts that are “owned” by individual parishes, schools or other charities. The Catholic Foundation’s endowments support parishes and individuals across the Diocese by providing ongoing funding for religious education, priest retirement, seminarian education, cemeteries, faith formation, counseling services and diocesan and community service programs.

The Catholic Foundation has a modest amount of grant money available for distribution from its unrestricted endowments. The following policies and procedures have been adapted in managing grant distributions.

### **Policy:**

All requests for financial assistance require the review and approval of the Board of Directors and/or the Grant Review Committee of the Catholic Foundation for Eastern South Dakota.

- Requests shall be limited to those that will better serve the spiritual, educational, health and social needs of the people served by the Catholic Diocese of Sioux Falls where other financial resources are not available.
- Grants are not made to individuals, i.e., individual scholarships, etc., but to ministry programs, projects and institutions.
- Preference will be given to:
  - 1) One-time gifts to help initiate new programming
  - 2) Programming that is diocesan-wide in its nature and impact versus programming that is parish-specific.
- All requests will be reviewed by the following committee guidelines:
  - 1) For requests of less than \$10,000 the Grant Review Committee may approve/deny request;
  - 2) For requests over \$10,000 the full Board of Directors will approve/deny requests at their semi-annual meetings.

**Procedure:**

1. Requests shall be submitted on the form - "Application for Financial Support" - available from the Catholic Foundation for Eastern South Dakota. The form should be signed by the CEO and chair of the board from the grant-seeking institution.
2. The application is to be submitted to the Director of Special Projects, Catholic Foundation for Eastern South Dakota, 523 N Duluth Avenue, Sioux Falls, South Dakota, 57104, 988-3788 or toll free 888-246-3386, jschmidt@sfcatholic.org
3. The Grant Review Committee shall review the application(s) and recommend acceptance, rejection or change of request to the Catholic Foundation Board of Directors.
4. The Catholic Foundation for Eastern South Dakota Board of Directors or its Grant Review Committee may request an interview of the appropriate parties associated with the project during the review process.
5. The Catholic Foundation Board of Directors or its Grant Review Committee will review grant applications at their semi-annual board meetings.
6. The Executive Director or the Catholic Foundation shall inform the CEO and/or project director of the acceptance or rejection of the grant request.
7. Monies for approved applications will be disbursed by the Catholic Foundation upon request.
8. Within 60 days of the end of the completed projects, or annually for ongoing projects, a written report outlining the use of the distributed funds shall be forwarded to the Executive Director of the Catholic Foundation.
9. Funds approved and distributed for projects, but unused, shall be returned to the Catholic Foundation.
10. A list of the organization's board members or governing body and an annual operating budget shall accompany each request.
11. The Catholic Foundation should be notified by the recipient organization and given the opportunity to be, or not be, included in any promotional materials or press releases related to the program funded in part, or whole, by the Catholic Foundation.



## Application for Financial Support

### PROJECT DATA:

Project name: \_\_\_\_\_

\_\_\_\_\_

Brief summary of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization sponsor: \_\_\_\_\_

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

Project director/authorized individual: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Telephone: \_\_\_\_\_

Amount requested from Catholic Foundation: \_\_\_\_\_

Signature of organization CEO: \_\_\_\_\_

Signature of organization chairperson/board: \_\_\_\_\_

(Please attach list of organization's board members or governing board.)

### SUPPORTING DATA AND RATIONAL:

1. Description of project: (What is the existing problem and/or opportunity addressed by this project?)

