

REACH FOUNDATION
RELIGIOUS EDUCATION FOR ALL CHILDREN
523 North Duluth Avenue
Sioux Falls, SD 57104
(605) 988-3766 (605) 988-3746 fax
Office of Special Needs: kmellor@sfcatholic.org

Dear REACH grant applicant:

The mission of REACH is based on the scripture “Let the children come to me....for the kingdom of heaven belongs to such as these”. (Matthew 19:14). As Jesus tells us, we listen and respond. It is the mission of REACH to provide funding for educationally related services in Catholic schools and religious education programs for individuals with special needs.

Participation is often unavailable to these individuals because of the additional costs necessary for inclusion. This grant funding is not intended to be a single source, but rather, help to cover additional costs incurred to make it feasible for a child or children with special needs to be included in religious education. Namely, funding will not be provided for customary enrollment/tuition fees nor will funding be provided for staffing salaries or expenses. Additionally, the need for funding must be affiliated with a faith formation program; i.e., Catholic school, Religious education, activities related to a faith formation program, and the like.

Policy

All requests for financial assistance through REACH shall require the approval of the Board of Directors of the REACH - *Religious Education for All Children* Foundation. Prior to the approval, a grant sub-committee will review the request. The committee will then present the request to the board at their bi-monthly meetings held the first Tuesday of the months of January, March, May, July, September, and November.

- Completed grant requests for:
 - January approval must be submitted by December 1
 - March approval must be submitted by February 1
 - May approval must be submitted by April 1
 - July approval must be submitted by June 1
 - September approval must be submitted by August 1
 - November approval must be submitted by October 1

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Procedure:

Requests shall be submitted on a REACH application form. Forms are available from the Office of Special Needs through the Education office at 523 N. Duluth Ave. Sioux Falls, SD 57104.

1. School principals must complete the application for All Catholic School related requests. The parish Director of Religious Education or parish priest must complete the application for all Religious Education related requests.
2. Mail, e-mail or FAX (605-988-3746) the completed application to the above listed address. Please answer questions specifically, thoroughly, and completely to clarify the need for funding and to support your request. It is important to be detailed on the application. Lack of information may result in a possible hold on the application until the committee has clarification on any questions that may arise. Attach any applicable brochures or information that might help clarify the request.
3. The Grant Review Committee for REACH, shall review the applications and recommend acceptance/rejection or change of request to the REACH Foundation board.
4. The Grant Review Committee may request an interview of the appropriate parties associated with the request during the review process.
5. The Office of Special Needs will inform the principal/director of religious education/parish priest, of the acceptance/rejection of the request. This shall occur in written form.
- 6. For approved grants, progress reports will be required. Dates of submission for these reports will be included in the award letter.**

NOTE: Not all applications are funded, nor are all awarded applications funded at the maximum or requested level. Applications must be submitted on an annual basis. Successive grants are not guaranteed.

Sincerely,

REACH Foundation Board

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GRANT REQUEST APPLICATION

Please print or type:

Date: _____ Phone: _____ Fax: _____

(Please list additional contact number when applicable for contact during summer, etc.)

E-MAIL: _____

Name of Parish/School : _____

Address: _____

Administrator / Priest contact and title: _____

Amount of request from REACH Foundation: \$ _____

SUPPORTING DATA AND RATIONAL:

Please answer the following questions regarding your financial request. Please include pertinent and specific information for each question.

1. What is the primary nature of the disability or need?

2. Please list your specific need/request (i.e. equipment, service, etc.)

3. How many children will be directly serviced by this grant? _____

4. How will the child/children benefit from the service?

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5. If the request is a service (i.e. aide, therapy services, etc.) please include the following:

a. Who will be providing the service?

b. Please include a testimonial/reference attesting to the success/statute of this service.

6. If this request is for equipment (i.e. chair, FM system, software, etc.) please include the following:

a. From where will you be purchasing the item?

b. Please include a recommendation from a specialist (Physical Therapist, Speech Therapist, etc.) if applicable.

7. What will the cost of the service / equipment be? Please include a price break-down, price quotes, estimates and any related budget items (shipping, handling, transportation, etc.):

8. Will any additional training or addition of staff occur in conjunction with the implementation of this request? If so, explain.

9. Are there any additional insurance or liability procedures that may need to be put in place as a result of this request? If so, how have you addressed those needs?

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10. Please note steps that have been attempted to address the need that is being requested.

a. List all other resources / accommodations that have been / are being utilized:

b. Have other funding sources been sought? (The grant committee often requests that other local sources be sought out in addition to a REACH grant. Such sources might include Knight of Columbus, Catholic Daughters, School Student/Parent organization, Sertoma, etc.) Please list what sources have been contacted, the contact name, and amount of dollars they have agreed to fund.

c. If this is a request for partial funding or if REACH is unable to fully fund this request and no additional funding sources have been secured, is there a plan in place to supplement the grant? If so, please specify.

11. A comprehensive progress report is important to the REACH foundation to track the success of grants that have been awarded. A progress report will be required to be submitted to REACH. Please list the process / procedures in place that will be used to measure progress.

12. Please list any additional comments that you think are important for the REACH Foundation to know.

Signatures:

Pastor

Principal/DRE

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PROGRESS REPORT

Please print or type:

Date: _____

Administrative/Priest Contact: _____ **Phone:** _____

Title: _____ **e-mail:** _____

Address: _____

Amount of Grant: _____

1. Detail the allocation of funds and attach copies of receipts.

<u>Expense Item</u>	<u>Cost</u>
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2. How is your school/parish accomplishing the objectives stated in the grant application?
What are you proud of? What would you change if given the opportunity?

3. Any comments or additional information relevant to your grant and/or process.