



**2014 Archbishop's Annual Appeal
Grant Application Packet**

320 Cathedral Street

Baltimore, MD

(443) 263-1925

888-202-5113

Index

Application Information for Round I.....	3
Application Information for Round II.....	4
Grant Submission and Materials Information.....	5
Grant Process Timeline.....	6
Other Information.....	7
Addendum A: Grant Request Form.....	8

**ARCHBISHOP'S ANNUAL APPEAL
2014 ALLOCATIONS PROCEDURES**

I. **Application Information for Round I**

- **Category:** **LEAGUE OF THE LITTLE FLOWER/DIRECTORS AND COORDINATORS OF RELIGIOUS EDUCATION**
Description: Operating grants for the hiring of Parish Directors/Coordinators of Religious Education
Submission: May 9, 2014

- **Category:** **YOUTH MINISTRY**
Description: Operating grants for the hiring of parish youth ministers
Submission: May 9, 2014

- *Grant Notification Letters will be mailed no later than July 1, 2014.*

II. Application Information for Round II

- **Category:** RELIGIOUS EDUCATION AND CATECHESIS - PROGRAMS AND MATERIALS
Description: Programs and materials for parish evangelization and catechesis services
Submission: August 29, 2014
- **Category:** AIDS MINISTRY
Description: Assistance for programs caring for people with AIDS
Submission: August 29, 2014
- **Category:** RESPECT LIFE
Description: Support of educational programs and services for teenage/single mothers, women considering abortion, and women suffering from post-abortion syndrome
Submission: August 29, 2014
- **Category:** PARISH PROJECTS FOR PEOPLE WITH DISABILITIES
Description: Financial assistance to parishes improving the accessibility of their buildings and services for the elderly or disabled (e.g. ramps, lifts, hearing loops)
Submission: August 29, 2014
- **Category:** PARISH EMERGENCY PROJECTS AND CAPITAL REPAIRS
Description: Any addition, improvement, or extraordinary repair to property, plant, or equipment not reflected in the parish budget, but necessary to maintain or improve the quality of life in the parish
Submission: August 29, 2014

- *Grant Notification Letters will be mailed no later than December 1, 2014.*

III. Grant Submission and Materials Information:

REQUIRED INFORMATION

1. **Cover Letter** (*no more than two pages*)
2. **Addendum A - Grant Request Form** (*Note: all requested information on this form must be completed.*)
Briefly include relevant information about the project, including but not limited to:
 - *Beneficiary demographics and information (number of individuals, background, etc.)*
 - *General community socio-economic information (age, education, employment, etc.)*
 - *Collaborations for the specific project (groups, parishes, organizations)*
 - *Plan of action*

ATTACHMENTS

1. **Program Budget** (*where applicable*)
 - Typed and listed separately in an **itemized format** (*not a narrative*) with the following:
 - *Matching Gifts/Rebate Designation*
 - *Outside funding sources*
 - *Timetable for budget*
2. **Job Description** (*where applicable*)
 - A comprehensive job description outlining responsibilities and qualifications
3. **Timetable for Implementation** (*where applicable*)
4. **Current Operating and Capital Budgets** (*where applicable*)
5. **Other Pertinent Supportive Materials** (*where applicable*)
6. **Professional Estimate** (*required for capital projects*)

MULTIPLE GRANT APPLICATIONS

Multiple grant requests are permitted. **However, each request should be treated as a separate proposal unto itself.** Parishes making **multiple requests** are advised to **indicate their priority of need** on each proposal.

Please send certified mail grant requests to:

**Archbishop's Annual Appeal
Department of Development
320 Cathedral Street
Baltimore, MD 21201
Attn: Cessy Torsella**

IV. Grant Process Timeline

1. **Submission** - Grant requests are submitted to the Department of Development no later than close of business on the submission deadline (via certified mail).

2. **Review** - Grant requests are reviewed based on the following criteria:

Criteria for Awarding Grants:

- The acute or immediate need presented in the proposal
- The current financial position of the institution or parish
- The collaborative nature and spirit of the organization (*Joint applications encouraged*)
- **The support given to the campaign by the parish/institution**
- The amount (or percentage) of matching funds provided by the parish or institution
- The ability to replicate an innovative ministry project/staffing model at parishes/schools

3. **Notification** - Grant applicants will receive written notification for all grant allocation decisions no later than the above mentioned dates.

4. **Fund Claims** - Grant requests are awarded for use within a specific period of time. Funds awarded from the 2014 Annual Appeal but **not claimed/utilized by December 31, 2015 will not be available for disbursement to the grantee.** Applicants who have not made use of grants are invited to resubmit their requests for 2015 Annual Appeal Grant Allocations.

5. Once a grant has been awarded, The Archbishop's Annual Appeal and/or the category sponsor reserves the right to monitor the progress of the project during the grant period. Payments of the grant will be withheld if the recipient does not comply with or falls short of the specified goals and objectives.

6. **Accountability** - After receiving a grant, *all recipients must provide documentation regarding the efficacy of the monies awarded*, to assure grant monies are used as designated.

Other Information

I. Grant Category Sponsors:

AIDS Ministry

Most Reverend Mitchell T. Rozanski
Seton Vicar
Seton Vicariate, Office of the Archbishop
410-547-5328

Parish Capital Projects

Nolan McCoy
Facilities Management Director
Department of Management Services
410-547-5335

League of the Little Flower/Directors and Coordinators of Religious Education

Ruth Puls
Director of Catechetical & Pastoral Formation
Department of Evangelization
410-547-5470

Parish Projects for the Disabled

Nolan McCoy
Facilities Management Director
Department of Management Services
410-547-5335

Youth Ministry

D. Scott Miller
Director of Youth & Young Adult Ministry
Department of Evangelization
410-547-5371

Religious Education and Catechesis – Programs and Materials

Ruth Puls
Director of Catechetical & Pastoral Formation
Department of Evangelization
410-547-5470

Respect Life

Linda Brenegan
Director
Respect Life Office
410-547-5537

II. Parish Share Funding:

Financial Support is directed through the Annual Appeal in three ways:

- Direct Parish Share Distributions – Every parish receives 25% of the AAA proceeds raised through the parish up to its goal and 50% of proceeds raised over the parish goal.
- Partner Parish Sharing – Some parishes in high poverty areas will receive funds designated by partner parishes as specified by the sponsoring parish.
- Archdiocesan Grants – Archdiocesan grants are directed to parishes with the greatest need that do not have other sufficient funding, etc.

III. Grant Application Inquiries:

Cessy Torsella, Executive Assistant
Department of Development
443-263-1925 (phone)
ctorsella@archbalt.org

ADDENDUM A

**2014 ARCHBISHOP'S ANNUAL APPEAL
GRANT REQUEST FORM**

Category: _____

Organization: _____

Contact Person: _____

Full Address: _____

Phone: _____ / _____
(day) (evening)

Date Submitted: _____ **Amount Requested:** \$_____

Desire Use of Funds (30 words or less): _____

Proposed Benefits: _____

Other Comments: _____

Signature of Pastor (required): _____

Signature of Principal (required, if applicable): _____

Return this form, cover letter and all required information to: Cessy Torsella, Executive Assistant;
Archdiocese of Baltimore, Department of Development; 320 Cathedral Street; Baltimore, MD 21201

OFFICE USE ONLY:

Parish Partner: _____ 2014 AAA % of Goal To-Date: _____