



**2017 Archbishop's Annual Appeal  
Grant Application Packet**

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320 Cathedral Street

Baltimore, MD

(443) 263-1925

888-202-5113

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**ARCHBISHOP'S ANNUAL APPEAL  
2017 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:** April 21, 2017
  
- **Category:** YOUTH MINISTRY  
**Description:** Operating grants for the hiring of parish youth ministers  
**Submission:** April 21, 2017
  
- *Grant Notification Letters will be mailed no later than July 1, 2017.*

## 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 31, 2017
  
- **Category:** **AIDS MINISTRY**  
**Description:** Assistance for programs caring for people with AIDS  
**Submission:** August 31, 2017
  
- **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 31, 2017
  
- **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 31, 2017
  
- **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 31, 2017
  
  
- *Grant Notification Letters will be mailed no later than December 1, 2017.*

### 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 2017 Annual Appeal but **not claimed/utilized by December 31, 2018 will not be available for disbursement to the grantee.** Applicants who have not made use of grants are invited to resubmit their requests for 2018 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

Dr. Chris Yeung  
Pastoral Associate Seton Vicar  
Office of the Archbishop  
410-547-5456

#### 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

Dr. John Romanowsky, Executive Director of Evangelization and  
Craig Gould, Director of Youth and Young Adult  
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

Johanna Coughlin  
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](mailto:ctorsella@archbalt.org)

**ADDENDUM A**  
**2017 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):** \_\_\_\_\_

**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: \_\_\_\_\_ 2017 AAA % of Goal To-Date: \_\_\_\_\_