

Saint Timothy Parish 2010 Grant Criteria

I. Statement of Intent

Six grants, with a maximum award of \$3,000 for each grant, will be awarded for six designated months in 2010 to six Northern Kentucky non-profit agencies/organizations whose services benefit/serve the disadvantaged and poor in the Northern Kentucky area. Applications meeting the Eligibility Criteria and Grant Components outlined below will qualify.

II. Eligibility Criteria

- A. Applications are restricted to non-profit agencies/organizations (hereafter, referred to as applicant) located in Northern Kentucky. The policies and programs of the applicant should follow the social, justice, and moral beliefs of the Catholic Church; however, the applicant is not required to have a direct affiliation with the Catholic Church.
- B. Application must be completed in its entirety and returned with a submission postmark date no later than October 7, 2009. Late applicants will not be considered.
- C. Applications that do not clearly and completely align with both grant components listed below will not be considered.

III. Grant Components

The St. Timothy Grant consists of two **equally** important components: Financial and Outreach Service.

A. Financial Component

1. Each awarded grant is selected for a *special project or specific item(s) of need that will enhance or grow the applicant's service to the community*. Grants will not be awarded to organizations/agencies seeking supplemental funding for operational expenses or existing services or programs. Grant funds are determined using a percentage of St. Timothy's total monthly collection for each designated grant month with a maximum grant amount of \$3,000. *The current average awarded grant is \$2,975. (*Based on 2009 grants awarded for February, April, May and July.)

B. Outreach Service Components – Applicant must comply with both components to qualify.

1. Each selected grant applicant agrees to send a representative(s) from its organization to St. Timothy to share and educate the parishioners about the organization's mission, who it serves, and most importantly, the project for which the grant has been awarded. This component takes place at all four weekend Masses the first weekend of the designated grant month.
2. As part of our celebration of God's gifts of time and talent, St. Timothy parishioners go forth and minister to those who have needs. Each selected grant applicant agrees to a one-day Outreach service project that will connect St. Timothy volunteers with each grant organization.
 - i. The project and its location will be chosen from project suggestions submitted in the grant application and organized by St. Timothy's Outreach Committee in conjunction with the applicant.
 - ii. The project will take place during the recipient's designated grant month. (NOTE: *It is not required that the Outreach project be connected with the project for which the grant is awarded.*)

(Selected applicants will receive more information on these components after award notification.)

IV. Process of Selection and Notification

- A. Grant Ministry Committee members will study and evaluate all qualifying applications in accordance with the grant criteria and components. The Committee will then make recipient recommendations to the Pastor of St. Timothy Parish, Father Richard Bolte, who will make the final selection of grant recipients for 2010.
- B. In December 2009, St. Timothy's Outreach Director will notify all applicants of their status as either a grant recipient for 2010 or a non-grant recipient. Detailed grant procedures will be mailed to grant recipients after status notification.

V. Application Process – Submit 10 numbered copies, including cover sheet, stapled and hole-punched to:

*John Benton, Grant Ministry Chairman
St. Timothy Parish
10272 US Hwy 42
Union, KY 41091*

*Postmark must be on or prior to October 7, 2009
or drop off at the Parish Center during office hours: M,TU,W,F 8:30-4:30 p.m.*

Questions: John Benton: (859)485-1172 or Jbenton512@fuse.net
Lesley Duggan, Dir. Outreach: (859)384-1100 ext. 25 or lduggan@saint-timothy.org

Past grant recipients and projects can be viewed on the parish website: www.saint-timothy.org under Ministry of Outreach

Saint Timothy Parish 2010 Grant Application

Directions and Formatting: Limit your Proposal Narrative to four (4) pages maximum (not including cover sheet), with no less than 0.8-inch margins and a 10-point font minimum.

Using the example formatting, please **boldface headings and prompts** with your responses in *regular italicized text*. Each component should be responded to completely and clearly. Components that do not apply, please respond N/A. Components with no response or partial responses could disqualify the application. For handwritten applications, please include headings and prompts with responses.

Example:

BACKGROUND

1. Your organization's history, purpose, and accomplishments.

St. Timothy's Outreach organization began in 1997. Our purpose is to meet the needs of those in the Northern Kentucky area. Our accomplishments are many...

I. BACKGROUND (one page or less)

- 1. Organization's history and noted accomplishments.**
- 2. Current programs and services including fees charged for services, if any, and current funding sources.**
- 3. Staffing - % volunteer based, % salary based, % hourly based.**
- 4. The population served including specific demographics such as average client age, income, education, etc....**

II. REQUIRED COMPONENTS:

- A. FINANCIAL - FUNDING REQUEST** (*Request cannot be for funding of operational expenses i.e. salary, public relations, rent, utilities etc... or funding of current program's needs i.e. printing supplies/expenses.*)

Respond to the following if your grant request is for a special project:

- 1. Briefly describe the special project. (2-3 sentences)**
- 2. Explain how the project will enhance or grow the organization's services to the community. Include:**
 - a) What organizational needs the project will address, if any.
 - b) The project's targeted audience and how they will benefit from the project.
 - c) Community benefits, if any, as a result of the project.
- 3. Project Implementation:**
 - a) Activities/strategy and resources that will be used to implement the project.
 - b) Specific timeline for implementation.
- 4. Project cost:**
 - a) Provide the total project cost/estimation including a summation of expenses.
 - b) Source(s) for additional funding, if the total project cost exceeds the maximum St. Timothy grant amount of \$3,000.
 - c) Should the project cost be less than the maximum grant amount, explain possible use of grant fund balance. *

-OR-

Respond to the following if your grant request is for a specific item(s) of need:

- 1. Describe the specific item(s) of need.**
- 2. Explain how the item(s) will enhance or grow the organization's services to the community. Include:**
 - a) The organizational needs that the item(s) will address, if any.
 - b) The targeted audience and how they will benefit from the item(s).
 - c) Benefits to the community, if any.
 - d) Timeline for purchase of item(s).
- 3. Item(s) cost:**
 - a) Cost research and/or estimates.
 - b) Source(s) for additional funding, if the total item(s) cost exceeds the maximum St. Timothy grant amount of \$3,000.
 - c) Should the total item cost be less than the maximum grant amount, explain possible use of grant fund balance. *

**The balance can be used to fund the recommended Service project/activity in part II/B of the application.*

B. SERVICE - This component's purpose is to provide a connection between St. Timothy Parish and the grant recipient through a service project/activity utilizing St. Timothy volunteers' time and possible talents.

1. Recommend four possible one-day Outreach service activities/projects. From these recommendations, one will be selected by the St. Timothy Outreach Committee. Suggestions can include an onsite work project at the organization's location, assistance with a current activity, outing or fundraiser event, or a one-time social event. The project/activity does not have to be connected to the special project for which you might be applying.

When making suggestions, please keep in mind the following criteria:

- a) Each project/activity is for group participation, not individuals.
- b) The project/activity duration is one day only.
- c) At least two project/activity recommendations allow for St. Timothy volunteers to interact with those served through the organization i.e. clients.
- d) At least two project/activity recommendations allow St. Timothy volunteers to interact with the organization's volunteers/staff. If privacy issues will not allow for interaction between St. Timothy volunteers and clients, please recommend four possible projects/activities with staff/volunteers.
- e) Since the grant funds are generated from the parishioners' tithing, the recommended service activities may not include a monetary donation request or any solicitation of donations that would require parishioners to make a purchase. For example, rather than recommend that St. Timothy parishioners attend a fundraiser requiring a ticket purchase, recommend an opportunity for parishioners to help with fundraiser preparation or work at a fundraiser.

2. Please include the following information for each recommendation:

- a) **Location of the one-day service activity/project**
- b) **Type of work needed/required**
- c) **Estimated number of volunteers needed**
- d) **Organization's contact person for the activity/project**

III. REFLECTION

- 1. Share a story that best describes the outreach mission of your organization.**
- 2. Other pertinent information you would like to share or feel we should know.**

Submission Agreement and Authorization

Please initial each statement.

_____ If selected as a 2010 grant recipient, we agree to send a representative(s) to St. Timothy to share and educate the parishioners about our organization and the special project or specific item(s) for which we are awarded the grant. We understand this component of the grant takes place the first weekend of the designated grant month at all four weekend Masses.

_____ If selected, we agree to a one-day, Outreach service project that will connect St. Timothy volunteers with our organization and will occur during our designated grant month.

_____ We certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Director's/Governing Body's full knowledge and endorsement.

Print Name and Title of Authorized Representative

Signature

Date

**SUBMISSION DEADLINE: POSTMARK DATE on or before OCTOBER 7, 2009
or drop off during Parish office hours: M,TU,W,F 8:30 a.m. – 4:30 p.m.**

SUBMIT 10 NUMBERED COPIES, STAPLED AND HOLE PUNCHED

***If providing additional information such as printed literature, cost estimations, etc...
please provide copies with each of the ten copies.***