

Saint Timothy Parish

A. 2024/2025 Grant Criteria

I. Statement of Intent

a. Six grants, with a maximum award *up to* \$3,000 each, will be awarded for six designated months in the 2024/2025 fiscal year to northern Kentucky non-profit agencies/organizations whose services benefit/serve the disadvantaged and poor in the northern Kentucky area. Only 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 applicants) located or serving the Northern Kentucky community. 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 **March 31, 2024**. 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

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

b. 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 funding for (a) operational expenses, or (b) to supplement 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 **up to:**
 - a. **\$3,000.** *The current average awarded grant is \$2600 but can range from \$2100-\$3000.

c. Outreach Service Components

Applicants must comply with components 1 AND 2 to qualify.

1. Each selected grant applicant agrees to send a representative from its organization to St. Timothy to share with the parishioners the project for which the grant has been awarded and how the grant funds will enhance/grow its services and how it will affect those served. This component takes place at all four weekend Masses, typically during one weekend of the designated grant month.
2. As part of the celebration of God's gifts of time and talent, St. Timothy parishioners go forth and work in solidarity with those who have needs. Each selected grant applicant agrees to a 3 hour – *half-day* outreach service project that will connect St. Timothy volunteers with the grant organization.
 - a. The project and its location will be chosen from project suggestions submitted in the grant application and organized by a St. Timothy Committee in conjunction with the applicant.
 - b. The project will try to 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.*)

- c. **Preference will be given to agencies that have “family friendly” projects.** We are encouraging our youngest parishioners to enjoy our service projects and learn from an early age about their call to serve. The Director of Outreach can be contacted with questions about this.

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

IV. **Process of Selection and Notification**

- a. Outreach Ministry Committee members will review 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 Church, Father Richard Bolte, who will make the final selection of grant recipients for 2024/2025.
- b. In May of 2024, St. Timothy’s Outreach Director will notify all applicants of their status as either a grant recipient or a non-grant recipient. Detailed grant procedures will be mailed to grant recipients after status notification.

- V. **Application Process – Submit 13 copies of the completed application.** Each copy must include a cover sheet and be stapled and hole-punched. Copies can be front and back.

VI. Mail to:

**Pat Seuberling, Director of Outreach
St. Timothy Church
10272 US Hwy 42
Union, KY 41091**

- a. *Postmark must be on or before **March 31, 2024** or can be dropped off at the Parish Center during office hours: M-F 10:00-4:00 p.m.*

Questions: Pat Seuberling (859)384-1100 ext. 2184 or pseuberling@saint-timothy.org

**Saint Timothy Parish
2024/2025 Grant Application
Cover Sheet**

Legal Name of Organization:

Tax exemption #:

Contact Person & Title:

Phone #:

Contact's email:

Organization's Address:

Street

City/State

Zip

County

Other location(s) if different from above:

Website:

.....
Project Title:

-OR- Specific Item(s) for Grant Funding:

1. Organization's mission statement (2-3 sentences):

2. Grant request (2-3 sentences). *Request must be for a special project or specific item(s) that will enhance or grow the organization's service to the community. Requests cannot be for funding of operational expenses i.e. salary, public relations, rent, utilities etc... or funding for current program(s) i.e. printing supplies/expenses, publication expenses.*

.....
Submission Agreement and Authorization

Please initial each statement.

If selected as a 2024/25 grant recipient, we agree to send a representative to St. Timothy Parish to share with the parishioners, at each of the four Masses on a designated weekend, the special project or specific item(s) for which we are awarded the grant and tell how it will enhance/grow our organization's services to those whom we serve. We understand this component of the grant takes place usually the first weekend of the designated grant month or an agreed upon time with both parties based on parish calendar. **Failure to have a representative fulfill this obligation will forfeit the grant award.**

If selected, we agree to at least a 3 hour to half-day long Outreach service project that will connect St. Timothy volunteers with your organization and will try to occur during our designated grant month. **Current Health restrictions may change the original stated service project. Failure to coordinate a service project will forfeit the grant award.**

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 Directors/Governing Body's full knowledge and endorsement.

Print Name and Title of Authorized Representative _____

Signature of Representative _____

Date _____

Saint Timothy Parish 2024/2025 Grant Application

Directions and Formatting

Please submit a separate word document following the application questions for all of your responses. The application CANNOT be submitted via email/electronically as 13 copies are needed. Please complete the application and obtain the necessary Submission Agreement and Authorization signatures. Submit 13 hard copies, stapled and hole-punched, to the address on the last page. Postmark submission deadline is March 31, 2024.

Each component should be responded to completely and clearly. Failure to respond to any component or incomplete responses could disqualify the application. Indicate a N/A for components that do not apply. For handwritten applications, please include headings and prompts with responses.

I. ORGANIZATION INFORMATION

A. Provide brief organizational history, its purpose, most recent noted accomplishments, and recognitions.

B. Provide client demographics: average age, gender, income level, education level

C. Provide current programs/services

D. Organizational Funding

1. Provide prior fiscal year's operating budget total.

2. Provide prior fiscal year's funding percentage for each applicable source:

Federal:

Fundraising:

State:

Fees for services:

Local:

Staffing:

Private donations:

3. % volunteer based:

4. % salary based:

5. % hourly based:

II. GRANT COMPONENTS

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

REPLY TO ONE OPTION ONLY

OPTION 1:

Respond to EACH of 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 service(s) to the community.
 - a. The organizational need that the project will address, if any.
 - b. The project's targeted audience and how they will benefit.
 - 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:
5.
 - 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 balance of grant fund.

-OR-

OPTION 2:

Respond to EACH of 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.
 - a. The organizational need that the item(s) will address.
 - 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 for the balance of grant funds. *The balance can be used to fund the recommended Service project/activity in part II/B of the application.*

B. **SERVICE** - This component is **EQUALLY IMPORTANT** as the Finance component. Its 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. The grant project will take place during the awarded grant month or an agreed upon time with both parties. In suggesting possible projects, please keep in mind the six grant months for 2024/25: July (2024), September (2024), and November (2024), Feb (2025), April (2025) and May (2025).

1. Recommend three possible 3 hour or half-day outreach service activities/projects that would involve 15-20 or more parishioners. All recommendations will be taken into consideration based on the criteria below. Suggestions can include an onsite work project at the organization's location, assistance with a current activity, outing, or a one-time social event. Be creative and call the Outreach Director if you have any questions. 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.

b. The duration of the project/activity can be as short as a few hours but not to exceed a half day.

c. At least two project/activity recommendations should allow for St. Tim volunteers to interact with those served through the organization.

d. At least one project/activity recommendations should allow St. Tim volunteers to interact with the organization's volunteers/staff. (If privacy issues will not allow for interaction between St. Tim volunteers and clients, please recommend three 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.

PROJECT RECOMMENDATION #1:

- a. Location of the service activity/project
- b. Type of work needed/required
- c. Estimated number of volunteers needed
- d. Organization's contact person for the activity/project, if different than the contact on the cover page.

PROJECT RECOMMENDATION #2:

- a. Location of the service activity/project
- b. Type of work needed/required
- c. Estimated number of volunteers needed
- d. Organization's contact person for the activity/project, if different than the contact on the cover page.

PROJECT RECOMMENDATION #3:

- a. Location of the service activity/project
- b. Type of work needed/required
- c. Estimated number of volunteers needed
- d. Organization's contact person for the activity/project, if different than the contact on the cover page.

REFLECTION

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

PRIOR TO SUBMITTING, ENSURE THAT THE SUBMISSION AGREEMENT AND AUTHORIZATION SECTION HAS BEEN COMPLETED.

SUBMISSION DEADLINE: POSTMARK DATE on or before March 31, 2024

OR

Drop off during Parish office hours: M-F 8:00 a.m. – 4:00 p.m.

SUBMIT 13 COPIES OF THE APPLICATION.

Each must be stapled and hole-punched AND CONTAIN A COMPLETED COVER SHEET.

Do not include the Grant Criteria page.

(Copies may be front and back.)

*If providing additional information such as printed literature, cost estimations, etc...
please provide 13 copies of each.*