

CFAD Discretionary Grantmaking Policy

The Catholic Foundation in the Archdiocese of Dubuque July 19, 2021

The Catholic Foundation in the Archdiocese of Dubuque (CFAD) aims for accessibility, objectivity, fairness and professionalism in all of its interactions with its constituents. Funding for CFAD Discretionary Grants comes from CFAD's unrestricted endowment and direct donations to CFAD.

Areas of Interest & Requirements

CFAD can distribute grants only to qualified public or 501(c)(3) charities. Grants are made in three areas: Educational, Charitable and Religious. CFAD discretionary grants are to provide funding assistance in the 30 counties of the Archdiocese of Dubuque only and are given to parishes, schools, apostolates, associations, ministries or other organizations which operate under the jurisdiction of, or furthers the mission of, the Archdiocese or the universal Roman Catholic Church (Catholic organizations). (Note: Donors can establish designated funds for any U.S. Catholic organization. This policy applies to discretionary grants only.)

CFAD looks for areas that multiplies charitable resources for maximum benefit to our Catholic community and/or sustains a vibrant Catholic faith through the Works of Mercy and/or evangelization efforts to grow the faithful to bring people closer to Christ and His Church.

CFAD looks for one or more of the following conditions in a proposal:

- CFAD support would be vital to a proposed project's success
- A collaborative network exists that multiplies the impact of the grant
- The proposed project is likely to continue and expand after the grant period/becoming self-supporting
- The proposal is innovative and efficient in its use of funds
- Expenses are reduced by sharing resources with other agencies or groups
- The project is a well-planned approach to addressing a problem and delivering services
- The project promotes better human relationships and a sense of community
- The project helps fulfill the mission of your and our organization
- The project will be funded within one year of the grant
- One grant request per organization in a given grant cycle (churches and schools will be treated as separate organizations)

Grants are not made to or for purposes of:

- Annual or capital fundraising campaigns, events or drives
- Debt reduction
- Professional conferences, symposia or attendance at seminars or meetings
- Organizations not supported or endorsed by the Catholic Church

- Endowments outside of those with CFAD
- Direct tuition assistance
- Individuals
- Political organizations or lobbying activities
- Funding more than one year of a new program's costs
- Operating costs, unless related to a new initiative or program
- Purchases or activities that occur prior to grant submission
- Service clubs

If you have received a grant in the past and have not completed the grants final report, you will not be eligible. Grant applications following a year in which the organization was successful in receiving a grant from CFAD are discouraged. Organizations with an open grant may not apply until the open grant has been completed, fully funded and the final report submitted to CFAD. Grant requests may not exceed \$10,000.

Application

Elements of the grant application include: a project description, project cost, signatures of the church pastor, school principal or agency head; a narrative description of the organization, a specific funding request, the budget for the project, including any bids and proposals; and a list of all sources of income for the project.

The grant application will also include the organization's most recent audited financial report (unless an Archdiocesan entity), current operating budget, list of board of directors or pastoral and finance council and affiliations and a copy of the most recent 501(c)3 letter of determination (if not an Archdiocesan organization). Also needed is a copy of the page on which your organization is listed in the P.J. Kenedy and Sons Official Catholic Directory (if not an Archdiocesan organization).

Applications must be completed in accordance with the grant application form (contact CFAD for form), including all attachments. Incomplete applications will be returned. Applications are due by July 15 at 4 p.m.

Grant Review

All grant requests and distributions require the review and approval of the CFAD Board of Directors. The Grants Committee shall assist the board in late summer and fall by:

1. Administering the grant procedures
2. Reviewing the qualifications of applicants
3. Researching grant requests to ensure they further the mission and goals of CFAD
4. Making grant recommendations to the board

Next steps are as follows:

1. The board will review and act upon grant applications and the recommendations of the Grants Committee in mid-October

2. The executive director or an officer of CFAD shall inform the agency head of the acceptance or rejection of the grant request and disburse funds to those approved in November
3. Within 60 days of the end of completed projects, a written report outlining the use of the distributed funds shall be forwarded to the executive director (in January following one full year of the grant award)
4. Funds approved and distributed for projects, but unused, shall be returned to CFAD
5. CFAD should be notified by the recipient organization and given the opportunity to be, or not be, included in any promotional materials or press releases related to the program funded in whole or in part by CFAD

Kim Berns

Name: Kim Berns
Its: Secretary