

**DIOCESE OF BISMARCK**  
**GRANT APPLICATION COVERSHEET**  
**2010 - 2011 GRANT PERIOD**

Date Submitted (Deadline is September 30<sup>th</sup>): \_\_\_\_\_

PARISH/SCHOOL NAME: \_\_\_\_\_

PASTOR/SUPERINTENDENT NAME: \_\_\_\_\_

CITY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**The following are areas of information needed for the Grant Review Committee to be able to assess your grant application.**

BACKGROUND: (Attach a narrative of parish/school demographics and needs. Include # of families, 1<sup>st</sup> Communions, religious education students, Catholic school students, etc.)

PROPOSED OBJECTIVE AREA OF FUNDING: (See page 2) \*\*\* **Please note that only one application will be accepted per school and parish in each objective area. Please prioritize your needs and submit your most critical need. Please make additional copies of page 1 and return one copy per each objective that you are applying for.**

Select one:     Objective One         Objective Two         Objective Three

TOTAL DOLLAR AMOUNT REQUESTED FOR THIS OBJECTIVE: \$ \_\_\_\_\_

DESCRIPTION OF YOUR GRANT REQUEST: (Attach a narrative) Please be very specific!  
Please see pages 4-5 for specific directions that must be followed.

OTHER ATTEMPTS TO ADDRESS THIS NEED: (Attach a narrative)

RAMIFICATIONS OF GRANT NOT BEING FUNDED: (Attach a narrative)

FINANCIAL STATUS OF THE PARISH/SCHOOL AS OF: (DATE: \_\_\_\_\_)

\* Please do not submit a budget or financial report.

Amount in Expansion Fund: \_\_\_\_\_ Amount in savings: \_\_\_\_\_

Amount in other investments: \_\_\_\_\_ Amount in checking: \_\_\_\_\_

Amount in General Endowment Funds: \_\_\_\_\_ Amount of loans: \_\_\_\_\_

Amount in Dedicated/Restricted Endowment Funds: \_\_\_\_\_

PASTOR/SUPERINTENDENT SIGNATURE: \_\_\_\_\_

## **PURPOSE**

The purpose of the fund is to provide funding for three specific objectives dispersed on an annual basis through a grant application process.

### **OBJECTIVE 1**

To assist schools and parish religious education programs in improving salaries and benefits.

- Although it is the responsibility of the parish/Catholic school to provide just and equitable wages for employees, they may apply to this fund for assistance to meet this need. A parish/Catholic school must provide a long-term plan to finance improved salaries as well as cost-of-living adjustments.

### **OBJECTIVE 2**

To provide assistance for special needs to our parish religious education programs and specifically to the Religious Education areas in our Catholic schools.

- Catholic schools and religious education programs may apply to this fund for grant funding for special one-time needs such as material resources, start-up costs for a program, etc.

### **OBJECTIVE 3**

To provide adequate in-service, professional development, religious and other educational opportunities for the teachers in our parish religious education programs and Catholic schools.

- Catechists, directors of religious education, youth ministers and religion teachers in Catholic schools may apply to this fund for finances with which to achieve and maintain the competency standards as defined by the National Conference of Catechetical Leadership and the National Federation of Catholic Youth Ministry, as well as for further theological and catechetical study.
- Catholic schools and parish religious education programs may apply for assistance in financing catechist training, adult faith formation, and other theological or pastoral programs for the benefit of their teachers and staff.

## DIOCESE OF BISMARCK GRANT APPLICATION TIMELINE

<b>ACTION</b>	<b>TIMELINE</b>	<b>WHO IS RESPONSIBLE</b>
Determination of available funds	July	Fiscal Office
Distribution of grant application forms	August	Stewardship and Resource Development Office
Submit completed grant applications	September 30 Deadline	Parishes and Catholic schools
Distribution of grant applications to grant study committees	First week in October	Stewardship and Resource Development Office
Preliminary recommendations made	October	Grant study sub-committee
Final discussion and recommendations	November	Grant review committee
Final decisions made	December	Bishop Zipfel
Check printing	December 31	Fiscal Office
Announcements	January	Stewardship and Resource Development Office
Accountability reports	June 30 Deadline	Parishes and Catholic schools

## Description of Your Grant Request

**Please note: Failure to follow these specific directions will result in your application(s) not being reviewed by the committee, which automatically results in receiving no grant funding. If you have any questions, you are encouraged to visit with Ron Schatz at the Diocese of Bismarck prior to writing and submitting your grant.**

### **If you are applying in objective #1:**

- A) If you applied for funding in 2008-2009, no repeat funding for the same proposal will be awarded this year. There is only one exception to this policy. Exception: if you applied for and received funding to provide for increase salary(ies) or benefit(s), 50% of 2008-2009's amount may be applied for this year. Three grant periods is the maximum period allowed for continued funding.
- B) If you are applying for new funding this year to provide for or increase one or two peoples salaries or benefits, please explain what their current salary/benefits are, what their new salary or benefits would be if you received this grant funding, and how many hours per week are worked by these people.
- C) If you are applying for new funding this year to provide for or increase three or more employee's salaries or benefits, please indicate how many employees will benefit if this grant is funded, and what the low and high range of salaries and benefits currently are. **Funding for any new or improved benefits that have already been recently implemented may be applied for. Please indicate the date this benefit either started or was improved.**
- D) In all applications, please explain the parish's/school's long-term plan to maintain the increase. **Failure to explain the long-term plans will result in not receiving any funding.**

### **If you are applying in objective #2:**

- A) If you applied for funding in 2008-2009, no repeat funding for the same proposal will be awarded this year. There are no exceptions to this policy.
- B) If requesting materials (books, videos, etc.), please be specific.  
Example: "17 books @ \$14.99 each, total \$254.83. The book's title is: "????????". **The diocese is not able to fund books, videos, etc. that have already been purchased.**

## Description of Your Grant Request - Continued

- C) If requesting textbooks, please list the name of the publisher and the title of the textbook. Please remember that only Religious Education textbooks in compliance with the U.S.C.C.B. Conformity Listing will be considered, not math, science or textbooks from other subjects. Grant funds for textbooks recently purchased may be applied for.
- D) If requesting textbooks, please indicate if they are re-usable and if any parish registration fees charged is applied to cover the cost of the books.
- E) Please do not write: "\$500 for our Youth Program". Please be very specific on how the money will be used. The diocese is not able to fund office supplies or any food.
- F) Please indicate if this funding request is for start-up costs of a new program/service or if this is for continuing an existing program/service.
- G) If requesting any equipment, please know that the maximum amount of funding will be \$500. If the equipment will cost more than \$500, please explain how the parish/school will pay for the balance. The diocese is not able to fund any equipment that has already been purchased or ordered.

### **If you are applying in objective #3:**

- A) If you applied for funding in 2008-2009, no repeat funding for the same proposal will be awarded this year. There are no exceptions to this policy.
- B) If requesting grant money to attend a workshop or conference, please provide specific information such as:

Registration: \$ \_\_\_\_\_  
Travel costs: \$ \_\_\_\_\_  
Hotel costs: \$ \_\_\_\_\_  
  
Total cost: \$ \_\_\_\_\_

The diocese is not able to fund any conference or workshop that has already been attended prior to January 15, 2011.

### **For all objectives:**

- A) Please complete the following information for your grant application(s):

Total cost of the item you are applying for: \$ \_\_\_\_\_  
  
amount to be paid by parish/school: \$ \_\_\_\_\_  
amount to be paid by individual(s): \$ \_\_\_\_\_  
amount requested from this grant: \$ \_\_\_\_\_

- B) Please itemize all costs for the item applying for and provide a detailed explanation.

## Description of Your Grant Request - Continued

**Please submit your grant applications to:**

**By Mail:**      **Diocese of Bismarck**  
Attn: Kristi Seilinger  
PO Box 1137  
Bismarck, ND 58502-1137

**By e-mail:**    [kseilinger@bismarckdiocese.com](mailto:kseilinger@bismarckdiocese.com)

\*\*\* In the subject line, please include these words: **2010-2011 Grant Application**

### 2010-2011 Grant Application Checklist

- Does each application have its own cover sheet?
- Is the contact information fully completed?
- Have you provided quality background information about your parish/school?
- Have you provided a detailed description of your grant request that follows all of the specific directions on pages 4-5?
- Have you explained you other attempts to address this need and the ramifications of this grant not being funded?
- Have you filled in accurate information in the financial status section of the cover sheet?
- Has the pastor/superintendent reviewed this application and signed it?

Name, daytime telephone number, and e-mail address of the person writing this grant:

Please print or type: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_