



2012 ANNUAL GRANTS PROGRAM AWARD CRITERIA

Applications for the 2012 Grants Program must be received by **November 10, 2011**.

1. Catholic Youth Foundation USA serves the National Federation for Catholic Youth Ministry (NFCYM) and provides grants annually for activities, events, strategies, or campaigns designed to train youth ministers, reach out to youth in crisis or at risk, develop multicultural and minority youth inclusion and involvement, evangelization, projects promoting peace and justice, and other worthy youth ministry projects consistent with *Renewing the Vision: A Framework for Catholic Youth Ministry* (USCCB). Priority is given to innovative and research-based initiatives. Grants are not available to individuals.
2. The Foundation funds initiatives which foster leadership development in youth and adults serving youth.
3. The Foundation annually awards funds by application from NFCYM member dioceses, NFCYM collaborating members, parishes sponsored by dioceses, high school campus ministries sponsored by dioceses, and special service groups. A letter of support from the diocesan youth ministry director is required for applications from parishes, schools, and special service groups.
4. Preference is given to projects which are collaborative in nature and demonstrate long-term effects.
5. The Foundation aids Catholic bishops and the United States Conference of Catholic Bishops in their ministry to young people.
6. Matching local funds are desirable as a sign of commitment and on-going support at the local level.
7. In the event an awarded project is not completed, all funds are to be returned to the Foundation. At a future time the grant application may be reconsidered.
8. Once a particular project from an organization receives funding, the same or similar project is not eligible to reapply for funding for three (3) years.
9. The normal range for a grant award is from \$500 to a maximum of \$4,000.
10. Grant funds are distributed only to registered 501(c)(3) charitable organizations. Verification including a Federal Tax ID Number and a 501(c)(3) determination letter from the IRS are required. Catholic organizations listed in *The Official Catholic Directory* (Kenedy Directory) may cite the page number of their listing in lieu of a 501(c)(3) determination letter.
11. Applications will be reviewed for completeness. **Incomplete applications will not be forwarded for further consideration.** The committee may request additional information, documentation, or letters of endorsement.
12. Due to the Foundation's limited resources, the Foundation cannot consider applications proposing to fund travel, capital or building expenses, or applications originating from outside of, or to be expended in, countries other than the United States (a general exception is provided for applications from entities under the jurisdiction of the Archdiocese for the Military Services). The Foundation will likewise not consider requests for funding to be used solely, or primarily, for registration fees for events or program supplies, but will consider partial funding of these expenses. Finally, the Foundation will not consider requests for funding activities or programs completed, or substantially completed, by the time funding decisions are made (late January/early February).
13. All awardees must provide a written project report and accounting of funds at the conclusion of the project. Failure to provide these will be considered in any future requests for funding.

CATHOLIC YOUTH FOUNDATION USA

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2012 ANNUAL GRANTS PROGRAM APPLICATION SUMMARY

General Information

Project Title: _____

Applicant Organization: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

E-Mail: _____

Federal Tax ID Number: _____

Requested Grant Amount: _____

Application Checklist

- Read the Annual Grants Program award criteria to insure that this project is within the scope of the Foundation's efforts.
- The Project Explanation clearly addresses the ten (10) questions outlined on the application. The length of the Project Explanation does not exceed four (4) typed pages (single-sided).
- Verify the budget is complete and clearly identifies income, expenses, and the need for funding from this Foundation. Verify all calculations.
- A signed cover letter from the director or chief officer of the applicant organization is included with this application packet. The letter should be one-page or less in length.
- A letter of support from the appropriate authority is attached.
- Verification of the applicant organization's 501(c)(3) tax exempt status is attached.
- This application is being mailed with sufficient time for delivery before the **November 10, 2011** deadline.

This Application Summary sheet must be included with your application packet.



2012 ANNUAL GRANTS PROGRAM APPLICATION

Project Explanation (maximum of 4 single-sided pages in length)

1. **COMPREHENSIVE YOUTH MINISTRY:** Please indicate the goals, themes, or components from *Renewing the Vision* addressed by this project.
2. **GOALS AND OUTCOMES:** Identify the specific goals and intended measurable outcomes of the project.
3. **AUDIENCE:** Describe the target audience, the access that you currently have to that audience, and/or the means you intend to use to cultivate that audience.
4. **TIMELINE:** Provide a timeline for the project including its intended life beyond the period for which grant funding is sought.
5. **BUDGET:** Outline the budget for this project. Clearly indicate what portion(s) will be funded by any grant monies received from this Foundation. The budget should be displayed in tabular format.
6. **ALTERNATE FUNDING:** Please list other sources of income for this project. Identify other grant funding applications for this project as well as their status. If funding for this project is not awarded by Catholic Youth Foundation USA, how will the project be modified or what other sources of funding will be pursued?
7. **KEY PERSONNEL:** Identify the supervisor and key personnel for this project.
8. **EVALUATION:** Summarize the means used to evaluate the success of the project.
9. **COLLABORATORS:** Identify any collaborating or partner organizations and their role in this project.
10. **PREVIOUS AWARDS:** Has the applicant organization previously applied for a grant from Catholic Youth Foundation USA or the National Foundation for Catholic Youth? If so, please identify the year, project title, application amount, and award amount (if any).

Attachments

1. For applications from parishes, schools, and special service groups, please attach a letter of support for the project from the diocesan youth ministry director.
2. For applications from NFCYM collaborating members, a letter of project endorsement from the organization's executive director, president, or episcopal moderator is necessary.
3. Please attach the applicant organization's 501(c)(3) determination letter from the IRS or a photocopy of the organization's listing in *The Official Catholic Directory* (Kenedy Directory).

Applications for the 2012 Annual Grants Program are due by **November 10, 2011**.

Failure to provide all of the above requested information will result in the application not being considered.