

# Upon This Rock Evangelization & Catechesis Grant Application Worksheet

v. 18.10.17A

## Additional Considerations

1. You will receive an email from 'Upon This Rock WNY' after you have successfully submitted your application that will contain a pdf of your completed grant application.
2. Grant applications that are received after 5pm on April 7 (or after 5pm of the next business day if April 7 is a Saturday, Sunday, or holiday) will not be considered.

**Before filling out this application, please confirm that you have read and understand the Grant Guidelines and Evangelization & Catechesis Grant Supplement (provided at [www.FRCDB.org/grants/evangelization](http://www.FRCDB.org/grants/evangelization)). You also read and understand the 'Additional Considerations' and know that progress will not be saved.\***

I accept the provided terms

## Applicant Information

**Name of Parish/Parishes, Diocesan Department, or Catholic Ministry \***

## Organization Information

**ORGANIZATION INFORMATION.** If Parish/Parishes, list number of registered parishioners, geographic scope of communities served, identify relevant vicariate Catholic school community. If Diocesan Department or Catholic Ministry, list communities served and mission statement. \*

## Letter of Intent

**LETTER OF INTENT.** Has any of the information submitted in your Letter of Intent changed since it was submitted? \*

- No  
 Yes

If 'Yes,' please provide any new or revised information in the box below: \*

## Grant Support

**GRANT SUPPORT.** Please check the boxes of the name(s) of those who will be providing collaborative support for the initiative sought to be funded. You may provide multiple answers: \*

- Parish Pastor(s)
- Parish Director(s) of Religious Education
- Youth & Young Adult Ministry Leader(s)
- Parish Trustee(s) or Member(s) of Parish Council
- Member(s) of Diocesan Department(s) or Office(s) such as Campus Ministry, Education, Evangelization & Parish Life, Lifelong Faith Formation, Youth & Young Adult Ministries, Family Life Ministries, Cultural Diversity, etc.
- Catholic Ministry Executive Director(s)
- Catholic Ministry Board of Directors
- Other(s)

If 'Parish Pastor(s),' please list name(s):

If 'Parish Director(s) of Religious Education,' please list name(s):

If 'Youth & Young Adult Ministry Leader(s),' please list name(s):

If 'Parish Trustee(s) or Member(s) of P.C.,' please list name(s):

If 'Member(s) of Diocesan Department(s)...' please list name(s):

If 'Catholic Ministry Executive Director(s),' please list name(s):

If 'Catholic Ministry Board of Directors,' please list name(s):

If 'Other(s),' please list name(s):

# Document Uploads

Where indicated, upload a Word document or PDF containing the following information:

## UPLOAD 1

**Grant Narrative.** Please provide a detailed description of the initiative for which you are seeking grant funding and address the following in your detailed description (Two (2) page Maximum):

- A. **Description of the Project and Strategy for Implementing.** This is an opportunity to expand on the brief description submitted in the Letter of Intent by further identifying in more detail why you are requesting the grant, the project goals and the problems/needs your grant project addresses, and how this grant project will be transformational to your parish community or targeted outreach group.
- B. **Leadership Development/Training.** Identify any leadership development or training needed to implement the technology/materials/program and how your staff will be trained to utilize the grant materials or program.
- C. **Evaluation.** Please explain how you will measure the effectiveness of your program (the measureable metrics). Describe your criteria for a successful program, how your project benefits your community, and the results you expect to achieve.
- D. **Sustainability Strategy.** Identify whether the grant request is for a sustainable initiative that will be ongoing and reoccurring and continue to impact the targeted community and if so, how the project will be continued after grant funding is expended and how it will continue to be funded.
- E. Include a list of the people on your **Parish Council, Executive Board, or Board of Trustees** or other applicable governing body.

**FILE UPLOAD:** Please upload **Grant Narrative \***

## UPLOAD 2-4

**Financial Reporting.** Please provide the following:

- A. **Budget for the Project.** Download and complete the FRCDB Grant Budget Form, which you'll find by clicking the green button at the top of this page.
- B. **Prior and Current Years' Operating Budget.** of your parish, school, or ministry, including revenue and expenses. Going forward, your budget will need to have a separate line item for **UTR Grant Income** and **UTR Grant Expenses**.

**FILE UPLOAD:** Please upload **Budget for the Project \***

**FILE UPLOAD:** Please upload **Prior Year Operating Budget \***

**FILE UPLOAD:** Please upload **Current Year Operating Budget \***

## UPLOAD 5-8

**Grant Support for Costs, Travel, and Speakers.** Please provide the following:

- A. **Two (2) Sources of Vendor Pricing** is required for items over \$250 (such as quotes, invoices, purchase orders, statement of services, competitive bids, proposals or catalog information which identifies the seller, item description and cost). If a certain vendor is preferred even though price is not the lowest please explain why. Computer equipment/technology requests must also include a copy of the technology plan and a training component or explanation why none is needed. If needed, a bid can be secured from Central Purchasing by contacting Shelley Pacillo at [spacillo@buffalodiocese.org](mailto:spacillo@buffalodiocese.org) or 716.847.8711.
- B. **Travel** cost support is required for transportation, hotel (double occupancy rate) and any conference registration fees. Each participant must contribute at least \$100 toward these costs. Grants funding will not exceed \$275 per participant or 25% of the per participant cost, whichever is less. We recommend you contact the FRADB-preferred travel agency or the USSCCB for discounted group rates.
- C. **Speaker** bio, resume or CV is required along with any promotional materials related to the speaking engagement, if available.
- D. **Other Support.**

**FILE UPLOAD:** Please upload **Bid and/or Vendor Pricing Documents**

**FILE UPLOAD:** Please upload **Travel Cost Documents**

**FILE UPLOAD:** Please upload **Speaker C/V or Other Documents**

**FILE UPLOAD:** Please upload **Additional Relevant Documents**

**By clicking below, I verify that the organization applying for this grant currently has a tax exemption under the Internal Revenue Code 501(c)(3) and is not classified as 'a private foundation' as defined under Code section 509(a). This digital signature is made as one who is authorized to do so on behalf of the applied organization. \***

I verify my organization's tax exemption status and I acknowledge that the Applicant must comply with all relevant conditions set forth in the *UTR* Application Guidelines in order to be eligible for any additional *UTR* funding.

**Name of Person Completing Form \***

**Title of Person Completing Form \***

**Contact Phone of Person Completing Form \***

**Email of Person Completing Form \***

**Completion Date \***

**Name of Person in charge of implementing/overseeing the grant project, if different than the person completing this application:**

**Email of Person in charge of implementing/overseeing the grant project, if different than the person completing this application:**

**End of Application.**