



Application for Financial Support Policy and Procedure

Overview:

The Catholic Community Foundation for Eastern South Dakota (Catholic Foundation) was incorporated in 1987 for the purpose of advancing the outreach of the Church in eastern South Dakota. By supporting individual parishes, Catholic institutions and Diocesan ministries, the Catholic Foundation is able to help the Church better serve the needs of its parishioners. The Catholic Foundation is a 501(C)3 non-profit organization that is governed by an independent board of directors.

The Catholic Community Foundation manages over 1,100 accounts valued at \$107 million that serve the 120,000 Catholics living in the Diocese of Sioux Falls. Most of the funds are “restricted” endowments, with distributions designated by donors to specific ministries or organizations; or agency accounts that are “owned” by individual parishes, schools or other charities. The Catholic Foundation’s endowments support parishes and ministries across the Diocese by providing ongoing funding for religious education, priest retirement, seminarian education, cemeteries, faith formation, counseling services and diocesan and other outreach ministries.

The Catholic Community Foundation has a modest amount of grant money available for distribution from its unrestricted endowments. The following policies and procedures have been adapted in managing grant distributions.

Policy:

Requests for financial assistance require the review and approval of the Board of Directors and/or the Grant Review Committee of the Catholic Foundation.

- Requests shall be limited to those that will better serve the spiritual, educational, health and social needs of the people served by the Catholic Diocese of Sioux Falls where other financial resources are not available.
- Grants are not made to capital campaigns, other endowments or individuals, i.e., individual scholarships, etc., but to ministry programs, projects and institutions.
- Preference will be given to (in order of priority):
 - 1) A Diocesan-wide ministry designed to support the Church in fulfilling her call to evangelize to the faithful and non-believers alike.
 - 2) A ministry established for the benefit of a particular parish community or a small number and regional collection of parish communities. .
 - 3) Community outreach ministries that complement ministries of the Catholic Church
 - 4) One-time gifts to help initiate new programming
- All requests will be reviewed by the following committee guidelines:
 - 1) For requests over \$10,000 the full Board of Directors will approve/deny requests at their semi-annual meetings.
 - 2) For requests of less than \$10,000 the Grant Review Committee may approve/deny request;
 - 3) The President of the Catholic Foundation can make grant distributions up to \$999 without the prior approval of the Grant Review Committee or Board of Directors.

Procedure:

1. Requests shall be submitted on the form - "Application for Financial Support" - available from the Catholic Community Foundation. The form should be signed by the person coordinating the ministry and a person overseeing the ministry.
2. The application is to be submitted to Melinda North, Vice President of Operations, Catholic Community Foundation for Eastern South Dakota, 523 N Duluth Avenue, Sioux Falls, South Dakota, 57104, 988-3788 or toll free 888-246-3386, mnorth@ccfesd.org. All applications must reach the Catholic Foundation before **March 1, or September 1.**
3. The Catholic Community Foundation staff will assemble the grant requests, provide research as necessary and distribute to Grant Review Committee one week prior to its meetings.
4. The Catholic Community Foundation Board of Directors or its Grant Review Committee may request an interview of the appropriate parties associated with the project during the review process.
5. The Grant Review Committee shall review the application(s) and recommend acceptance, rejection or change of request to the Catholic Community Foundation Board of Directors at its semi-annual board meetings.
6. The Vice President of the Catholic Community Foundation shall inform the project coordinator of the acceptance or rejection of the grant request.
7. Annual distributions for approved grant applications will be distributed by the Catholic Community Foundation beginning July 1 of each fiscal year.
8. Within 60 days of the end of the completed projects, or annually for ongoing projects, a written report outlining the use of the distributed funds shall be forwarded to the Vice President of Operations of the Catholic Community Foundation.
9. Funds approved and distributed for projects, but unused, shall be returned to the Catholic Community Foundation.
10. Where applicable, a list of the organization's board members or governing body and an annual operating budget shall accompany each request.
11. The Catholic Community Foundation 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 part, or whole, by the Catholic Community Foundation.

The Catholic Community Foundation for Eastern South Dakota
523 N. Duluth Avenue, Sioux Falls, SD 57104 ~ Phone: (605) 988-3788 ~ Fax: (605) 988-3795
www.ccfesd.org
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