



## **Application for Financial Support – Guidelines 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 Community Foundation is able to help the Church better serve the needs of its parishioners. The Catholic Community 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 \$114 million that serve the 120,000 Catholics living in the Diocese of Sioux Falls. The majority 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 Community Foundation’s endowments support parishes and ministries across the Diocese of Sioux Falls 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 guidelines and procedures have been adapted in managing unrestricted grant distributions.

### **Guidelines:**

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

- Grants are only made to ministries that follow Catholic moral and social values.
- 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, endowments or individuals, i.e., individual scholarships, etc., but to ministry programs, projects and institutions.
- Grants are not typically awarded to fund 100% of a project or a program need.
- Grants will not be awarded for lobbying purposes.
- Preference will be given to:
  - 1) Programs that are associated with a parish, Catholic school or ministry, within the Catholic Church of eastern South Dakota responding to the vision of Lifelong Catholic Missionary Discipleship Through God’s Love.
  - 2) A Diocesan-wide ministry designed to support the Church in fulfilling her call to evangelize to the faithful and non-believers alike
  - 3) Programing that has the greatest impact on the largest number of people.
  - 4) A ministry established for the benefit of a particular parish community or a small number and regional collection of parish communities.
  - 5) Community outreach ministries that complement ministries of the Catholic Church
  - 6) One-time gifts, versus multi-year gifts, to help initiate new programming
  - 7) Requests that seek matching funds for greater community engagement.
- 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 \$1,000 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 Heather Fortin, Director of Stewardship, Catholic Community Foundation for Eastern South Dakota, 523 N Duluth Avenue, Sioux Falls, South Dakota, 57104, 988-3788, hfortin@ccfesd.org. All applications must reach the Catholic Foundation before **February 1, or August 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 Director of Stewardship 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 Director of Stewardship of the Catholic Community Foundation.
9. Funds approved and distributed for projects, but unused within one year of date of distribution, shall be returned to the Catholic Community Foundation, or a request for an extension of up to an additional one year must be submitted by the applicant for approval by the Grant Review Committee. Additional one year requests may be submitted.
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 | [www.ccfesd.org](http://www.ccfesd.org)

**All applications must be submitted to the Catholic Community Foundation by:  
February 1 or August 1**