



MEMORANDUM

TO: Pastors and Parochial Administrators, Business Managers
FROM: Renée Underwood, Chief Development Officer
DATE: March 15, 2021
SUBJECT: Fiscal Year 2022 Parish Operating Grant Applications

Thanks to the generosity of the donors to the Annual Diocesan Appeal, I am pleased to announce that the Advancement Foundation is now accepting applications for Parish Operating Grants for FY22. Last year, \$949,200 was awarded to 33 parishes.

Attached please find the application form for grants to parishes in the Diocese of Fort Worth that are small, rural or struggling to meet their operating expenses. You may also download a writeable PDF of the grant application at: <https://www.advancementfoundation.org/annual-diocesan-appeal-parish-resources-grants>

Completed grant application forms and support documentation may be submitted via email, fax or postal mail and must be received no later than **5 p.m. May 1, 2021**.

Applications will be reviewed by the Grants Committee of the Advancement Foundation. All applicants will be notified by letter prior to June 30, 2021. Grants will be disbursed in twelve (12) equal payments beginning July 1, 2021.

Please remember these criteria as you prepare your application:

1. The parish applying for a grant must be small, rural or requiring outside support in order to meet its budget.
2. The parish shall be on track to meet its Annual Diocesan Appeal goal for FY21.
3. If the parish has an outstanding loan, payments must be current.
4. The parish must be current in its accounts payable.
5. A FY21 income statement showing YTD actuals to budget for the parish and proposed budget for FY22 must accompany the grant application.
6. Budgets and/or cost estimates for the purposes outlined in the grant must accompany the application.
7. The grant application form must be completed in its entirety, including all signatures.

Please submit the application and all required documentation by **5 p.m. May 1, 2021** via email, mail or fax:

201 Main, Ste 1198 • Fort Worth, Texas 76102-3105 • (817) 533-7242 • Fax (817) 817-803-5310
<mailto:grants@advancementfoundation.org> • www.advancementfoundation.org



Office Use Only

Parish # _____
Date Received _____
Spreadsheet _____
Amount Approved _____
Notification Mailed _____
FY21 Grant Amount _____
ADA Status _____
Loan Status _____

FY22 Parish Operating Grant Application

Parish Name/City/Number _____

Total Amount Requested \$ _____

Please check here if this grant will support two or more parishes. If so, please indicate other parishes:

Parish/City/Number _____

Parish/City/Number _____

Debt payments, vestments, construction, renovation, security, maintenance and other capital expenditures **are not eligible** for an operating grant. School operating expenses are not eligible; there is a separate application for School Operating Grants. Examples of eligible parish expenses include salaries, utilities, retreats, outreach programs, materials and other resources needed to support parish ministries. Please **do not** ask for multi-year funding. We require a new application and updated budgets each year. With these guidelines in mind, please briefly identify the purposes for a **Parish Operating Grant** in the space below:

The following items must accompany the application form:

1. Grant Narrative Statement (see reverse side)
2. Supporting documentation, such as cost estimates or photographs.
3. A copy of the **FY21 parish budget** (showing YTD actuals) and the **FY22 proposed budget**. When submitting the proposed budget, **do not** include revenue from this grant in your anticipated revenue.

This application must be signed by the Pastor or Parochial Administrator and the Chairs of the Pastoral Advisory and Finance Councils. If a grant is awarded, funds will be distributed only for the need described in this application.

Pastor or Parochial Administrator

Date

Pastoral Advisory Council Chair

Finance Council Chair

Please submit this application and all required documentation by **May 1, 2021**, via email, mail or fax:

FY22 Parish Operating Grant Application Narrative

In this space, please describe the ways grant funds will be used as well as a statement of need. Explain how you will fund these operating expenses in future years if grant funds are not available. If this is a one-time-only request, please identify as such. Please include cost estimates for each part of your total request (e.g. materials, salaries).