



MEMORANDUM

TO: Principals, Presidents and Pastors
FROM: Renée Underwood, Chief Development Officer
DATE: March 15, 2021
SUBJECT: Fiscal Year 2022 Catholic School 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 Catholic Schools Operating Grants for FY22. Last year, \$325,000 was awarded to 12 schools.

Attached please find the application form. You may also download a writeable PDF of the grant application at: <https://www.advancementfoundation.org/annual-diocesan-appeal-school-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 for schools will be disbursed in ten (10) equal payments beginning August 1, 2021.

Please remember these criteria as you prepare your application:

1. Grants are for operating expenses, not for capital projects or tuition assistance.
2. The school's parish shall be on track to meet its Annual Diocesan Appeal goal for FY21.
3. If the school has an outstanding loan, payments must be current.
4. The school must be current in its accounts payable.
5. A FY21 income statement showing YTD actuals to budget for the school **and** proposed FY22 budget 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:



Office Use Only

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

FY22 Catholic School Operating Grant Application

School Name/City/Number _____

Total Amount Requested \$ _____

Debt payments, construction, renovation, security, maintenance, equipment and other capital expenditures **are not eligible** for an operating grant. Tuition assistance also is not eligible as the Advancement Foundation funds it in a separate distribution. Examples of eligible school operating expenses include salaries, utilities, disposable materials and other resources needed to operate the school. 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 **School Operating Grant** in the space below:

The following items must accompany the application form:

1. Grant Narrative Statement (see attached)
2. Supporting documentation, such as cost estimates or photographs.
3. A copy of the **FY21 school 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, Principal and the Chair of the Finance Committee. If a grant is awarded, funds will be distributed only for the need described in this application.

Pastor

Date

Principal

Finance Committee Chair

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

FY22 Catholic School 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).