



# Advancement Foundation

CATHOLIC DIOCESE  
OF FORT WORTH

## MEMORANDUM

**TO:** Pastors and Principals  
**FROM:** Renée Underwood, Associate Director  
**DATE:** March 4, 2019  
**SUBJECT:** Fiscal Year 2020 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 FY20.

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. Wednesday, May 1, 2019.**

Applications will be reviewed by the Superintendent of Schools and the Diocesan Pastoral Finance Committee and approved by the Board of Directors of the Advancement Foundation. All applicants will be notified by letter prior to June 30, 2019. Grants will be disbursed in twelve (12) equal payments beginning July 1.

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Please remember these criteria as you prepare your application:

1. Grants are for operating expenses, not for capital projects.
2. If the school has an outstanding loan, payments must be current.
3. The school must be current in its accounts payable.
4. The budget for the school for the current year and proposed budget for FY20 must accompany the grant application.
5. Budgets and/or cost estimates for the purposes outlined in the grant must accompany the application.
6. 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, 2019** via email, mail or fax:



**Advancement  
Foundation**  
CATHOLIC DIOCESE  
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**Office Use Only**

Date Received \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_  
 Amount Approved \_\_\_\_\_  
 Notification Mailed \_\_\_\_\_

**FY20 Catholic School Operating Grant Application**

School Name/City \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

Briefly identify the purposes for a **Catholic School Operating Grant** is requested. (NOTE: Construction, renovation, security, maintenance, and other capital projects are not eligible for an operating grant.)

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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 **school budget** for the current year and the proposed budget for the year of the grant (for each parish participating in the grant).

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, 2019**, via email, mail or fax:

## **FY20 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).