

# FUND DEVELOPMENT GRANT PROGRAM 2019 GUIDELINES

Funding provided by  
**TOGETHER IN ACTION**



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*Serving the terminally ill, the elderly and homebound, the abused, the refugee and the hungry, the discriminated and the exploited, the addicted and the homeless, the unborn and the unwanted, the lonely and the bereaved.*

## **I. MISSION**

*To care for and assist in the care of those in need within the Diocese of Calgary.*

This Mission Statement of the Fund Development Grant Program (Program) is concerned with justice which focuses “above all in the protection of the weak” (Tertio Millennio Adveniente, Apostolic Letter of Pope John Paul II - November 10, 1994 page 20).

The weak are individuals who are socially, financially, physically, emotionally or spiritually poor / threatened. This Program supports and prioritizes their struggle to preserve worth and dignity of the person.

## **II. MANDATE & OBJECTIVES**

### **MANDATE**

- Assist in identifying and addressing the social service needs of the weak throughout the Diocese of Calgary
- Co-ordinate, plan, develop and support the delivery of the Fund Development Grant Program as it relates to the social service needs of the weak throughout the Diocese of Calgary
- Distribute funds on an equitable and periodic basis to eligible charitable agencies throughout the Diocese of Calgary

### **OBJECTIVES**

This Program endeavours to:

- educate and encourage parishioners throughout the Diocese of Calgary about their responsibility for the care of those in need through Catholic Social Teaching;
- raise the consciousness of and educate the public with respect to the activities of the Program so as to encourage support for the Program in the community at large;
- communicate on a regular basis with those supporting the Program and with the public in general to ensure that it is clearly understood where the funds allocated to the Program are spent; and
- keep general and administrative expenses to a minimum through efficient organization and cost controls and by working with existing organizations to ensure that those in need benefit to the maximum extent possible from the funds allocated to the Program.

### III. GRANT ALLOCATIONS & TOGETHER IN ACTION CAMPAIGN

Grants are made possible through the Together in Action Annual Campaign. This fundraising campaign is conducted in Southern Alberta Roman Catholic Parishes and the funds are distributed to a variety of programs, projects and ministries of the Diocese of Calgary.

**Application deadline is November 15 of each year.**

Grant recipients are invited to participate in the Together in Action Campaign by providing brief presentations to parish congregations. This is organized through the Fund Development Office (Doreen Thibeault, Fund Development Coordinator (403) 218-5522 [doreen.thibeault@calgarydiocese.ca](mailto:doreen.thibeault@calgarydiocese.ca)).

### IV. WHO IS ELIGIBLE FOR FUNDING

This Program funds *Registered Charitable Agencies* that meet ALL the following criteria:

#### 1. REGISTERED CHARITY

All applicants from the Diocese of Calgary must be a *Registered Charity in Good Standing* with the Charities Division of the Canada Revenue Agency (CRA).

[www.cra-arc.gc.ca/chrts-gvng/menu-eng.html](http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html)

#### 2. PROGRAMS SERVING PEOPLE STRUGGLING WITH POVERTY IN SOUTHERN ALBERTA

One of the goals of the Program is to touch the lives of as many people as possible in the Diocese of Calgary. Grant funds are made available to a variety of agencies that collectively provide a wide range of services along the poverty spectrum in Southern Alberta. This includes:

- people in need of these services are socially, financially, physically, emotionally or spiritually vulnerable;
- funding to programs rather than capital projects; and
- agencies located in and serve its clients in the Diocese of Calgary.

#### 3. AGENCIES OPERATING IN A MANNER CONSISTENT WITH THE MISSION AND MANDATE OF THE DIOCESE

It is expected that:

- the program offerings are non-denominational and non-discriminatory;
- funded agencies operate and engage in activities in a manner that is in harmony with Catholic Social Teachings, particularly around the value of the *sanctity of human life*; and
- that the funded agency has a *staff and volunteer screening and training program* that addresses vulnerable population safety.

Refer to the Diocese of Calgary Standards:

[www.calgarydiocese.ca/resources/volunteers-manual.pdf](http://www.calgarydiocese.ca/resources/volunteers-manual.pdf) and

[www.calgarydiocese.ca/resources/10-steps-of-volunteer-screening.pdf](http://www.calgarydiocese.ca/resources/10-steps-of-volunteer-screening.pdf)

#### 4. AGENCIES WHICH HAVE A DEMONSTRATED FINANCIAL NEED

- Priority will be given to those agencies who demonstrate a need for financial support.
- It is expected that agencies pursue other sources of funding.

### V. WHO IS NOT ELIGIBLE TO APPLY FOR FUNDING

The Program does NOT fund:

- individuals
- profit-based organizations or projects
- not-for-profit organizations not registered as a *Charity In Good Standing* with the CRA
- parish projects

The Program does not routinely fund:

- deficit or emergency funding
- capital expenditures
- development of materials, films or videos
- 100% of a project budget

### VI. APPLICATION PROCESS

#### 1. THE APPLICATION FORM SUBMISSION AND DEADLINE

- Application and guidelines are available by contacting the Fund Development Office at (403) 218-5522, [doreen.thibeault@calgarydiocese.ca](mailto:doreen.thibeault@calgarydiocese.ca) or [www.calgarydiocese.ca/what-we-do/programs/granting-program-criteria.html](http://www.calgarydiocese.ca/what-we-do/programs/granting-program-criteria.html)
- The application form **must** be submitted electronically to [doreen.thibeault@calgarydiocese.ca](mailto:doreen.thibeault@calgarydiocese.ca)
- The application form **must** be submitted in Word format (supporting documents can be submitted in PDF).
- If you require assistance, contact Doreen at (403) 218-5522 or [doreen.thibeault@calgarydiocese.ca](mailto:doreen.thibeault@calgarydiocese.ca)
- The completed application form and attachments must be submitted by **November 30, 4:30 PM.**
- It is the agency's responsibility to confirm the application is received by the Fund Development office.

#### 2. PRELIMINARY REVIEW

Fund Development administration will review all applications received by the **November 30 deadline.**

Note: only complete applications will be considered by the Fund Development Grant Program Committee.

### 3. ADMINISTRATION REVIEW

In conducting its review of applications, Fund Development Administration and/or a member of the Fund Development Grant Program Committee shall have the discretion to avail itself of the expertise of any person or persons who could effectively contribute to the review.

In reviewing the applications, Fund Development Administration and/or a member of the Fund Development Grant Program Committee shall have the right, but shall not be obligated, to take any of the following actions:

- make enquiries of any source with respect to the project or activities in respect of which the Applicant seeks funding or with respect to the Applicant itself; and
- meet with the Applicant or with any representatives of the Applicant, including, without limitation, the Chairperson, Board of Directors, Chief Financial Officer, Chief Administrator or any employee or volunteer of the Applicant to gain further insight into the agency and its programs.

Funding recommendations will take into account the amount of funds available for distribution, the criteria and priorities set forth in this document and any other pertinent criteria considered useful in the equitable distribution of diocesan funds.

### 4. FUND DEVELOPMENT GRANT PROGRAM ADVISORY COMMITTEE'S DECISION

Fund Development Administration will present the Fund Development Grant Program Advisory Committee's funding recommendations to the Bishop of the Diocese of Calgary for final approval.

**Each Applicant shall be notified in writing of the funding decision by February 28.**

### 5. REVIEW OF FUNDING DECISIONS

Should an Applicant wish to contest a funding decision, forward a *Request For Review Letter* requesting a review to the Fund Development Manager within thirty (30) days of receipt of notification of the funding decision. The *Request For Review Letter* will be reviewed and any further decisions will be provided to the agency at the earliest possible opportunity.

### 6. FUNDING AGREEMENT

**Prior** to release of any funds, the successful Applicant will be required to sign a *Funding Agreement*. Fund Development reserves the right to use this Funding Agreement or a condensed version of it where applicable.

If the Applicant has questions or requires clarification regarding the Funding Agreement, its purpose or its contents, please contact the Fund Development Manager at (403) 218-5534.

## VII. APPLICATION FOR FUNDING TIMELINE

October 1 – November 15	Applications and guidelines available for distribution
October 1 – November 15	Applications accepted
November 15	Application Deadline
November	Application review (clarification may be requested at this time)
November	Funding recommendations to Grant Program Advisory Committee
December	Funding recommendations presented to the Bishop of the Diocese of Calgary
December	Applicants notified in writing of funding decision
December	Funding Agreement distributed to grant recipients
January / February	Funds dispersed (once signed Funding Agreement received)
September	Request to grant recipients for reports / updates on how the previous year's funds were spent

## VIII. PRIVACY

The information collected from applications for funding becomes the property of Fund Development and is used:

- to determine funding decisions which may include activities as outlined in the Application Process;
- to account for and promote the effectiveness of Fund Development to the Diocese of Calgary, its community of donors, volunteers, and stakeholders as outlined in Sections I. Mission and II. Mandate and Objectives; and
- in support of the Together in Action Campaign as described in Section III. Grant Allocations & Together in Action Campaign.