

# St Catherine of Siena Foundation

## 2020 Grant Application Process & Timeline

### Overview

The St. Catherine of Siena Foundation is an endowment fund created by the Drake Newman Community parish. The Foundation promotes the advancement of the parish by soliciting financial support and by management of the funds entrusted to its care, retaining principal whenever possible. The Foundation dedicates a portion of its investment income to fund grant projects that are reflective of the ministry of the parish.

### Eligibility

Grant applicants must be registered members (student or non-student) of the Drake Newman Community/St. Catherine of Siena Catholic Student Center. Grant proposals must address one (or more) of our priority areas. The Foundation will not review projects that cannot demonstrate this connection.

### Application Process

The Foundation accepts grant applications during its annual grant cycle. Applications received outside of the grant cycle may not be accepted. The Foundation will announce the grant application opening & deadline. Refer to the Timeline section for specific dates of the grant application process.

### Funding Priorities

The Foundation's funding focuses on enhancing the faith life of the Drake Newman Community/St. Catherine of Siena Catholic Student Center within the context of three funding priority areas:

- Campus Ministry
- Community Outreach
- Education

The Foundation believes that projects based in the parish have the best opportunity to make a real difference in the faith experience of Drake University students and non-student parishioners. We look for projects that are grounded in the parish, involve one or more parishioners, and preferably, engage Drake students. Projects must be completed within the funding cycle, though we look for projects that can have a lasting effect on enriching the spiritual life of our parish. To assist you in brainstorming and planning your project, below are a few ideas of how the funding priorities could be addressed.

### Campus Ministry

Campus ministry projects should primarily benefit Drake University students. The mission of St. Catherine of Siena's Campus Ministry, in the words of the U.S. Bishops' Pastoral Letter on Campus Ministry, is to "enable members of the community to achieve a deeper understanding of their faith so that they are better prepared to witness to the kingdom of truth in the world."

The Foundation's grant funding can assist innovative approaches to providing ministry to Catholic and non-Catholic Drake students.

Examples of projects that could be considered responsive to our request for proposals include, but are not limited to:

- ◇ Engaging students in community service projects on the Drake campus and the surrounding Des Moines area
- ◇ Connecting students with established community projects in the Des Moines area
- ◇ Connecting students with established national and international service projects
- ◇ Initiating faith-related study groups
- ◇ Sponsoring speakers

### **Community Outreach**

Community outreach projects should primarily benefit individuals outside of the parish. The projects should be consistent with Catholic social teaching, “building a just society and living lives of holiness amidst the challenges of modern society.” ([www.usccb.org](http://www.usccb.org)). Examples of focus areas for outreach that could be considered responsive to our request for proposals include, but are not limited to:

- ◇ Serving the needs of the less fortunate
- ◇ Seeking justice
- ◇ Overcoming oppression
- ◇ Promoting peacemaking

### **Education**

Educational projects should help the parish build a faith community to become growing, sharing, and witnessing Christians in the Catholic tradition. Educational experiences could be targeted for students, non-students, interested groups within the parish, or individuals. Examples of projects that could be considered responsive to our request for proposals include, but are not limited to:

- ◇ Sponsoring speakers
- ◇ Coordinating retreats
- ◇ Planning liturgical and/or musical events
- ◇ Encouraging religious vocations
- ◇ Initiating faith-related study groups
- ◇ Attending conferences

### **Funding Guidelines**

- ◇ The Foundation will not fund a project’s full operating budget. The Foundation expects applicants to supply contributions to the project. Contributions may be cash donations, participant fees, or in-kind donations such as services, supplies, equipment, facilities, etc.
- ◇ The Foundation does not intend to fund multi-year projects; however, repeat requests for funding will be considered.

- ◇ An organization/individual may submit any number of projects for Foundation funding. Each project must be submitted as a stand-alone project and will be reviewed by the Foundation as such. Each project will be reviewed using the Proposal Review Criteria as described in the St. Catherine of Siena Foundation Grant Application Process.

**Funding Guidelines** continued.

- ◇ An organization/individual shall submit to the Foundation a final report for each project funded by the Foundation. Repeat projects or future projects submitted by an organization/individual will not be considered by the Foundation without a written report to the Foundation describing the use of Foundation funds for previous grants. See **Reporting Requirements**.
- ◇ Parish activities may be funded through the standing committees of the parish. Please consult with the ministerial staff if you believe your project could be funded through the parish operating funds.
- ◇ Current Foundation Grant Committee members may not submit grant requests.

**Timeline for Annual Grant Cycle in 2020.**

- **November 2020:** Foundation announces that the application process is open.
- **December 31, 2020:** Application deadline is 5:00 pm.
- **February 1, 2021:** Grant recipients are notified; Announcement is made to the parish Funding is made available to successful applicants
- **Funding period:** Through June 30, 2021

**Proposal Review Criteria**

The Foundation President appoints a Grants Committee from among Foundation members each year. The Grants Committee reviews proposals using the criteria outlined below. The sections are scored for a total possible score of 100 points

**Objective Criteria**

Description of project	10 points
Applicability to priority funding areas	10 points
Project objectives, methodology, and timeline	25 points
Description of how the project will enrich the faith life of the parish	15 points
Parish involvement	10 points
Budget and budget narrative	10 points
Letters of support/commitment	10 points
Subtotal	90 points

### **Subjective Criteria**

Up to an additional 10 points may be awarded based on:

- Value of idea
- Involvement of Drake University students
- Cutting-edge/learning opportunity

Total possible points: 100 points

### **Proposal Submission Information**

The project narrative must not be more than five pages (not counting the cover page, budget and budget narrative, letters of support, or other attachments). Please number all pages. The proposal should be printed only on one side, with font size no smaller than 12 point.

**Please submit one printed original proposal and a PDF** as described above to:

St. Catherine of Siena Foundation  
1150 28<sup>th</sup> Street  
Des Moines, Iowa 50311  
Email address (for PDF): Office@stcatherinedrake.org

An e-mail confirmation will be sent to the primary proposal contact person upon receipt of the proposal.

### **Proposal Specifications**

Each application must include:

1. Cover page
2. Narrative section:
  - a. Description of the project or program and how it addresses one or more of the Foundation's funding priority areas.
  - b. Project/program objectives
  - c. Description of how the project/program will be accomplished
  - d. Timeline
  - e. Description of how the project/program will enrich the faith life of the parish
  - f. Description of how project/program experience and accomplishments will be communicated to the parish
3. Budget and budget narrative (if applicable)  
Provide details for the project including items such as salary, supplies, equipment, contracts, travel, etc. Indicate the amount requested of the Foundation, the amount of matching funds, and the source of the matching funds. Matching funds may be cash donations or in-kind donations such as services, supplies, equipment, facilities, etc.
4. Letters of support/commitment  
Submit at least two letters of support from key individuals who are collaborating on the project. Please submit letters of commitment from individuals or organizations providing matching funds or in-kind donations.

5. Other attachments relevant to the project.

**Reporting Requirements**

Grantees are required to submit a final report to the Foundation. Repeat projects or new projects from previous grantees will not be considered by the Foundation without a report detailing the use of Foundation funds for their previous project(s). The report shall include: how many people were directly benefited by the funded project, the amount of project funding that was supported by the organization/individual through its own funding, the amount of “free will” contributions, and a brief summary of the benefits experienced by the project.

**Technical Assistance**

Members of the Grants Committee are available to have pre-submission discussions to explore your proposal’s possibilities. The committee members are also available during your project’s implementation to provide assistance and suggest resources.

**Questions?**

**Contact Foundation Co-chairs Larry Strachota or Bobbi Segura**

Larry: [elstrachota@aol.com](mailto:elstrachota@aol.com), 515-278-8141 or Bobbi: [b.segura@mchsi.com](mailto:b.segura@mchsi.com), 515-240-7883

**The St Catherine of Siena Foundation**  
**2020 Grant Application Cover Page**

Date: \_\_\_\_\_

Name of Applicant/Organization: \_\_\_\_\_

Are you a registered member of the St. Catherine of Siena/Drake Newman Catholic Student Center parish? Yes \_\_\_ No \_\_\_ (Not a determiner in receiving funds)

Address: \_\_\_\_\_

Street

\_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of Project/Program: \_\_\_\_\_

Time frame for project (maximum 12 months) Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Total cost of project/program: \$ \_\_\_\_\_

Total funds requested: \$ \_\_\_\_\_

Contributions to the project: Yes \_\_\_ No \_\_\_ (provided by you or other sources)

Type of contributions/funding (check all that apply):

\_\_\_ Cash \_\_\_ (dollar amount)

\_\_\_ In-kind \_\_\_ (estimated dollar value)

\_\_\_ Fees \_\_\_ (dollar amount)

\_\_\_ Other \_\_\_ (explain and estimate dollar amount)

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