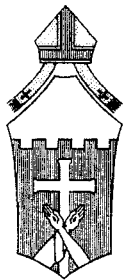


Memo from Office of Public Policy and  
Social Concerns, "Catholic Campaign  
for Human Development - Local Grant  
Allocation Process" (06/08/01)



# THE ARCHDIOCESE OF SAN FRANCISCO

OFFICE OF PUBLIC POLICY & SOCIAL CONCERNS

RESPECT LIFE - JUSTICE & PEACE - DETENTION MINISTRY - CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT

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COPY

June 8, 2001

To: Pastors, Parish Staff, Pastoral Coordinators, Archdiocesan Ministry Directors,  
Community Groups/Organizations Interested in Pursuing Local CCHD Funds

From: George Wesolek, Director, Office of Public Policy and Social Concerns  
Melanie Piendak, CCHD Archdiocesan Coordinator  
CCHD Local Committee Members

RE: Catholic Campaign for Human Development Local Grant Allocation Process

The staff and local committee of the Catholic Campaign for Human Development (CCHD) within the Archdiocese of San Francisco would like to inform you that the local grant funding application process is now open. Enclosed, you will find a copy of our local application as well as guidelines and definitions explaining the process and criteria for funding. We encourage applications from throughout the Archdiocese and ask your help in making this known to any and all potential applicants. PLEASE COPY AND DISTRIBUTE THIS APPLICATION PACKET TO INTERESTED INDIVIDUALS IN YOUR COMMUNITY.

The purpose and goal of the local CCHD grant process is to support the efforts of low-income individuals to actively change the economic, social and political structures which are the root-causes of and perpetuate poverty in our midst. Specifically, we aim to provide financial as well as leadership development and technical assistance to newly developed or start-up organization or projects wishing to increase their internal organizational capacity and strengthen their functions.

## CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT

CCHD is the domestic anti-poverty campaign of the U.S. Catholic Bishops designed to be an educational/action program to address the root causes of poverty in our country. CCHD funds are raised through an annual collection each fall throughout the nation. The national funds are disbursed in two ways. 75% of the money collected each fall is sent directly to the national office of CCHD to be awarded to grant recipients whose work addresses conditions of poverty in specific critical areas such as community organizing and development, economic development, education and economic justice. 25% of this annual collection remains in the Archdiocese of San Francisco to be distributed through this local grant process.

## GUIDELINES

A project will be considered for a grant if:

- It is controlled or moving in the direction of being controlled by low-income people.
- It's activities and functions aim to remove the structural and/or institutional causes of poverty.
- It is consistent with Catholic moral teaching

**\*\* NOTE:** However, groups do not need to be Catholic to apply. Please see attached description of Catholic moral and social teaching.

A project will be favored for a grant if:

- It directly addresses economic development issues.
- It serves a segment of the population not served by an existing CCHD funded group.

## CRITERIA

- The project or organization must benefit a poverty group or other group of marginalized or disenfranchised members of a community.
- Funding will not be considered for projects which can be funded by other monies available from the private or public sector; unless application can demonstrate why these funds are not obtainable from these sources.
- CCHD funds will not be granted to organizations that would utilize CCHD money to fund other organizations.
- CCHD will consider proposals requesting grants of not less than \$3,000 and not more than \$10,000. Grants awarded may be less than the amounts requested
- Due to financial limitations and availability of resources, eligibility does not guarantee funding.
- CCHD does not determine funding based on religious/denominational affiliation. However, as stated above, projects must conform to the moral teachings of the Catholic Church

## PROJECTS NOT MEETING CCHD GUIDELINES and/or CRITERIA

- CCHD does not fund direct service projects and/or organizations (ie. day-care center, scholarships, direct clinical services, emergency shelters and other direct counseling programs etc.)
- CCHD does not fund projects controlled by government bodies (federal, state or local).
- CCHD does not fund research projects or survey projects. However, feasibility studies relating to economic development work may be considered.
- CCHD does not fund individually owned and/or for-profit businesses.

## *Local Catholic Campaign for Human Development Calendar 2001 Timeline*

Year round	Education in parishes, community organizations and with youth and young adults on justice and Catholic social teaching using the TARGET program model. Resources and presentations available through Office of Public Policy and Social Concerns.
May	Local committee convenes to discuss local grant process.
June 15 <sup>th</sup>	Local CCHD grant applications available through Office of Public Policy and Social Concerns
August 15 <sup>th</sup>	<b>Local CCHD grant applications deadline.</b> Please send attention to: Melanie Piendak Catholic Campaign for Human Development Archdiocese of San Francisco One Peter Yorke Way San Francisco, CA 94109
September	First review and recommendation meeting by local committee and CCHD staff.
September 19 <sup>th</sup>	Proposal considered for funding invited to meet with local committee for question and answer session. Please mark your calendars.
October 3 <sup>rd</sup>	Letters mailed to grant applicants awarded funding.
December 1 <sup>st</sup>	Grant funding cycle begins.

**Catholic Campaign for Human Development**

*Archdiocese of San Francisco*

*Application for Local Funding*

Name of Organization \_\_\_\_\_

Name of Project for which CCHD funds are being sought \_\_\_\_\_

Total Budget for your organization \_\_\_\_\_

Total Budget for this project \_\_\_\_\_

Amount requested from CCHD \_\_\_\_\_

Name and address of contact person

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail address \_\_\_\_\_

Is this applying organization:

Incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

Non-Profit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Tax Exempt: 501(c)(3)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If this applying organization uses a fiscal agent, provide the name, address and phone number of the contact person:

Contact person \_\_\_\_\_

Fiscal Agent \_\_\_\_\_

Address \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you received local CCHD funds in the past? \_\_\_\_\_ Yes \_\_\_\_\_ No

Year \_\_\_\_\_ Amount \$ \_\_\_\_\_

Year \_\_\_\_\_ Amount \$ \_\_\_\_\_

Year \_\_\_\_\_ Amount \$ \_\_\_\_\_



**Catholic Campaign for Human Development**

*Archdiocese of San Francisco*

*Application for Local Funding*

**Budget**

	TOTAL ORGANIZATION	THIS PROJECT	PROJECTED USE OF CCHD FUNDS
<b>Income</b>			
Non-government grants			
Government grants			
CCHD funds			
In-kind donations			
Other Income			
<b>Total Income</b>			
<b>Expense</b>			
Salaries			
Benefits			
Professional Fees **			
Supplies			
Purchased Services			
Rental/Lease			
Utilities			
Travel & related expenses			
Other Expense			
<b>Total Expense</b>			
Surplus (Loss)			

**\*\* Examples of professional fees include:** *Lawyers, consultant fees, audits, accounting, hired technical assistance trainers etc.*

***Catholic Campaign for Human Development***

*Archdiocese of San Francisco*

*Application for Local Funding*

**Narrative**

Give a brief description of the work of your organization.

Briefly describe the project for which you are requesting CCHD funds. What are your objectives for this year? (Please, only use the space provided.)



***Catholic Campaign for Human Development***

*Archdiocese of San Francisco*

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**Narrative (cont'd)**

Describe the community to be served by this project

How will this project address the causes rather than the symptoms of poverty or injustice? What institutional change will take place as a result of your work?

***Catholic Campaign for Human Development***  
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**Narrative (cont'd)**

How are the members of the group served by this project involved in the planning of the project?  
What is the low-income participation?

How does this project develop new leaders? Briefly describe the leadership plan.

***Catholic Campaign for Human Development***  
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**Narrative (cont'd)**

What are the three most important accomplishments of your organization or project in the past year? (If applicable)

How would you use this CCHD money in this project? Could this money be used as matching funds from another source?