

Catholic Diocese of Cleveland
CCHD Community Grant Application, Criteria and Guidelines

The Catholic Campaign for Human Development (CCHD) is an action, education program, initiated in 1969 by the Catholic Bishops of the United States. The mission of CCHD, to attack the causes of poverty by empowering the poor is rooted in the basic principles of the social teachings of the Catholic Church.

To further the purposes of the Catholic Bishops, CCHD seeks to carry out the Church's option for the poor through the empowerment of poor people; educate Catholics about the causes of poverty; and build solidarity among diverse socio-economic groups in our society by providing ways for them to engage in the empowerment process.

The primary objectives of CCHD are to fund projects developed by poverty groups that work towards systemic change, economic strength and political power and also to educate Americans about the conditions and causes of poverty. CCHD funds are used to support organizations and projects that conform to Catholic Moral Teaching. The following actions frequently are interpreted as "institutional change" but do not fit CCHD's definition of "institutional change".

- Advocacy for an individual or many individuals resulting in a more just situation for the individual (s) but not changing the structure or official policy of the institution;
- Changes in attitudes of persons who provide services to poor people, but not affecting the government, corporate or agency policies and structures.

If your organization is requesting a grant greater than \$5,000, you may apply to the National CCHD Office. The deadline for submittal of a National CCHD Community Organizing Pre-application Grant Request is November 1st. Economic Development Grant Applications are considered throughout the year. Applications for National CCHD grants are to be completed electronically and the criteria, guidelines and instructions are provided through their evaluation website at www.usccb.org/cchd/grant.htm. Other requests can be mailed directly to: Catholic Campaign for Human Development, 3211 Fourth Street, N.E.; Washington, DC 20017-1194. Telephone: (202) 541-3376. Funding decisions at the national level are announced between June and August.

Diocese of Cleveland CCHD Community grants are generally \$5,000 or less and the Young Adult grants are \$1,000 or less. The deadline for submittal of the Diocesan Community Grant or Young Adult grant applications is March 31st. Allocation decisions are announced between June and July.

If you have any questions about the CCHD grant application guidelines and criteria, please contact Deacon Rocky Ortiz at (440) 245-5043 or via e-mail at jortiz@clevelandcatholiccharities.org.

Catholic Campaign for Human Development: Criteria & Guidelines

To be eligible for CCHD funds a project must satisfy all of the following criteria and guidelines simultaneously. However, due to limited financial resources, CCHD cannot guarantee funding all applicants that generally meet the CCHD Criteria and Guidelines.

A. Criteria

1. CCHD funded projects must benefit a poverty group. At least 50% of those benefiting from the project must be from the low-income community.
2. Members of the poverty group must have a dominant voice in the project. At least 50% of those who plan, implement and make policy (e.g. the board of directors, etc.) should be persons who are involuntarily poor. (Clergy, VISTA volunteers, students, etc. are considered by CCHD to be voluntarily poor). For projects that do not presently meet this criterion, applicants must document the following in the proposal narrative. Failure to do so will negatively affect the evaluation of the proposal.
 - a. Reasons why members of the poverty group do not have a dominant role in planning, implementing and policy-making at time of application.
 - b. How members of poverty group were involved in determining their need for the project.
 - c. The time scheduled planned for the poverty group to assume leadership and control of the project.
3. Funding will not be considered for projects, which can be funded by monies, available from the private or public sector, unless applicants document that they are unable to obtain funds from these sources. An organization receiving partial funds from private or public sector will be eligible for local CCHD funding. In requesting "matching money" from CCHD, applicants should present positive documentation that other public and/or private sources will commit their funds to this project. A copy of a letter of commitment is required. The usual customary period for a local CCHD grant is 12 months.
4. The maximum allocation for a local CCHD grant is \$5,000. No more than \$12,000 may be awarded to any organization over a three-year period of time.
5. Organizations are eligible to receive local CCHD funds for only three consecutive years. No organization may receive more than seven grants in any ten-year period.
6. The deadline for submitting a local CCHD application is March 31st. The CCHD Director may grant short extensions with prior approval.
7. The established CCHD grant application format must be used. All applicants are required to limit their comments to the space provided on the application.
8. An organization that has been awarded a national CCHD grant will not be eligible to receive local CCHD grant during the same funding period.
9. CCHD funds will not be granted to organizations that would utilize CCHD money for membership fees to other organizations.
10. CCHD funds will not be granted to organizations that would utilize CCHD money to fund other organizations.
11. CCHD funds will not be granted to support a specific project that is sponsored or promoted by an organization whose primary or substantial thrust is contrary to Catholic teaching, although the project itself is in accord with Catholic teaching. Project activity must conform to the moral teachings of the Catholic Church.

B. Guidelines

1. Projects should be innovative and demonstrate a change from traditional approaches to poverty by attacking the basic causes of poverty and by affecting institutional change. CCHD defines institutional change as:
 - a. Modification of existing laws and/or policies;
 - b. Establishment of alternative structures and/or redistribution of decision-making powers;
 - c. To a lesser extent: Provision of services which result in the achievement of (a) or (b); or leads the recipient community to focus on (a) or (b).
2. Projects that directly benefit a relatively large number of people rather than a few individuals.
3. Projects which generate cooperation among and within diverse groups in the interest of a more integrated and mutually understanding society.
4. Projects documenting that as a result of CCHD funding there are possibilities of generating funds from other sources or of becoming self-supporting within the timelines established in the proposal.

C. Projects Not Meeting CCHD Criteria and/or Guidelines

The following general classifications do not meet CCHD criteria and/or guidelines:

1. Direct service projects (e.g. day care centers, recreation programs, community centers, scholarships, subsidies, counseling programs, referral services, cultural enrichment programs, direct clinical services, emergency shelters, refugee resettlement programs, etc.).
2. Projects controlled by government (federal, state, and local), educational, or ecclesiastical bodies.

D. Guidelines for Completing the Local CCHD Grant Application Form

1. Use the attached grant form or format to submit and receive consideration for diocesan CCHD funding.
2. Grant applicants are requested to submit a one-page narrative summary of the proposed project: on a second sheet you may offer any information that you feel important and is not included in the formal grant application form.
3. Grants will not be given to projects that are exclusively providing direct social services to persons, no matter how needed or worthwhile. There must be a substantial social change as a result of the project.
4. Local grants are generally for specific projects rather than supporting the overall operation of your organization.
5. Projects should be named, have clear and specific objectives and timeframes and have some definite plans for how it will operate and become financially independent.
6. The Catholic Campaign for Human Development was designed to create new approaches to solving poverty problems, not just re-running traditional programs.
7. Local community people must be involved in the planning and implementation of the project.
8. While utilizing technical assistance and professional help is commendable such costs cannot be incurred by the CCHD project grant.
9. The budget summary form requests information on both the agency budget and the proposed CCHD project budget. The agency budget can be provided as an attachment, but it is important to explain in detail exactly how the CCHD grant money will be spent. A current agency budget or recent financial statement (audit) of your organization maybe requested with the grant application.
10. If your group/organization does not have its 501 © 3 federal tax-exemption, provide a letter from an eligible organization willing to serve as fiscal agent for your project.

**Catholic Campaign for Human Development (CCHD)
Diocesan Community Grant Application**

**Return the Grant Application by March 31st to:
CCHD Office - Trinity Center
2500 Elyria Avenue; Lorain, Ohio 44055
(Use this format and the space provided only)**

**Applicant Name:
Address:
City:
State / Zip Code:
Federal Identification #:**

**Project Name:
Duration of Project: Begins Ends
Contact Person:
Telephone: Fax:
E-Mail:
Total Cost of Project: Amount Requested from CCHD:**

Has this organization/group received previous funding from CCHD?	Yes	No
Project Name	Year	Amount \$
Project Name	Year	Amount \$
Project Name	Year	Amount \$

A. In a sentence or two describe the institutional change goal of the project.

B. In bullet format describe the strategy, activities and measurable outcomes of the project.

C. Explain how the poverty group that will benefit from this project participated in helping develop the project's goals and objectives.

Narrative: Agency Mission/ Purpose Description & Brief Project Description
(Not to exceed one page)

Briefly describe what steps will be taken to implement this project.

Explain how this project will work for social/institutional change as opposed to social service.

Is this project being coordinated with other organizations? If so, how and with which organizations?

List the primary source (s) of technical assistance (T/A) for your organization?

Proposed staffing of project:

Project Director/Coordinator: _____ **Full Time**
Part Time _____ **Annual Salary**

Other Staff:

_____ **Full Time** _____ **Part Time** _____ **Salary**
Full Time _____ **Part Time** _____ **Salary** _____ **Full Time** _____ **Part Time** _____ **Salary**

Name & Phone number of person responsible for providing a written evaluation of the proposed project:

Explain how the project will be staffed, and the duties and responsibilities of the workers. Please identify paid or voluntary staff.

Executive Board

Project planning, policy-making and implementation must be a primary responsibility of members from the poverty group benefiting from the project. List the number of persons who comprise the project executive or advisory board make-up and identify the number of members who are low-income or culturally disadvantaged. Additionally, provide the number and make-up of the population benefiting from the project.

	Total Number	Low-income	White	African American	Hispanic	Native American	Other-Name	Gender & Ages
Executive Board								
Advisory Board								
Project Beneficiaries								

If the Executive Board does not meet the CCHD mandated 50% low-income control in decision-making; explain how you plan to achieve it.

Funding

Have you sought funding for this project from other sources? Yes ___ No

What is the status of these funding requests?

Which of the following categories best describes your funding request?

- ___ Seed Money
- ___ Matching Funds (Attach a letter of commitment or other pertinent documentation)
- ___ Other:

Will the project become self-sufficient? Yes ___ No ___ When:

Does project have a specific short-term goal? Please describe.

Financial Planning Summary

List the projected annual income and expenditures of the both the organization and the individual project. The project income sources may include funds from: The Catholic Campaign for Human Development, foundations, public and private funds, government, private donations, fees, membership dues, fundraising efforts, in-kind costs, etc.

Under the project expenditures list salaries, benefits, professional services, rental and building maintenance, telephone and fax services, postage, supplies, equipment, travel, etc..

Total Organization Income/Revenue Sources: (List only the total projected annual revenues and expenditures)

Total Projected Organization Revenues: \$ _____

Total Projected Organization Expenditures: \$ _____

Breakdown of Projected CCHD-Funded Project Income:

Total Project Income: \$ _____

Provide a breakdown of the project expenditures and how the CCHD funds will be used:

Total Project Expenditures: \$ _____