



THE FOUNDATION OF THE ROMAN CATHOLIC DIOCESE OF BUFFALO GRANT APPLICATION GUIDELINES

APPLICATION INFO
frcdb.org/grants

FOR CONTACT & QUESTIONS
grants@buffalodiocese.org



The Foundation of the Roman Catholic Diocese of Buffalo (hereinafter "FRCDB") aims for accessibility, objectivity, fairness and professionalism in all its dealings with its constituents. Under the terms of its articles of incorporation, the FRCDB can distribute grants only to organizations or ministries affiliated with those organizations listed in the Catholic Directory of the Diocese of Buffalo, which can be found online at www.frcdb.org. The FRCDB neither lends nor grants money to individuals or political organizations.

General discretionary FRCDB grants are made in the following areas: Education, Evangelization, Religious Formation, Humanitarian Aid, and Social Services. The Bishop's Council of the Laity Philanthropic Fund and other discretionary funds support projects of Catholic faith-based programs and ministries, within the eight counties of the Diocese of Buffalo, as recommended by the Grants Committee and approved by the Bishop and the FRCDB board.

The Grants Committee of the FRCDB Board of Trustees is the body responsible for considering each grant proposal and making recommendations to the full Board of the FRCDB for approval.

FULL APPLICATIONS DUE
THREE TIMES PER YEAR



AMOUNT OF FUNDING AVAILABLE
FOR GRANT REQUESTS

The amount of grant funds available for each grant cycle will depend on the spend rate as determined by the law and the FRCDB Board of Trustees each year. The FRCDB is not obligated to spend every available dollar each grant cycle.

OUR GRANT PROCESS

1

SUBMIT AN ONLINE GRANT APPLICATION

Applications must be submitted electronically online at FRCDB.org/grants. At this time, our website does not have a self-saving capacity, so it must be completed in one session. Successfully submitted grant applications will receive a confirmation on the screen when the process is complete, as well as, a confirmation by email that contains a PDF of your completed application. Any technical or grant related questions can be directed to grants@buffalodiocese.org.

2

GRANT APPLICATION REVIEW AND AWARD

The Grants Committee in its discretion has the right to approve, deny, approve as modified or with conditions, or table any grant application. The FRCDB's review and approval process is extremely rigorous to ensure good stewardship and accountability for the funds. Grant awards will be recommended by the FRCDB Grants Committee and approved by the FRCDB Board of Trustees at the February, May or October Board meeting. Applicants will be notified of a decision/status as soon as practical, but generally within 90 days of the application deadline, provided the proposal is complete.

GRANT REQUESTS WILL BE REVIEWED, WEIGHTED, & PRIORITIZED BASED UPON THE FOLLOWING as applicable

ACCOUNTABILITY

Measurable outcomes are identified and can be realistically achieved, and metrics are in place to measure the outcomes

CATHOLIC CENTERED

The project strengthens Church, betters human relationships and a sense of community; and helps fulfill the mission of your organization

CO-FUNDING SOURCES

Expenses are reduced by sharing resources with other agencies or groups or through donations or other grants and/or the project is able to proceed with partial grant funding

COLLABORATION

A collaborative network exists that multiplies the impact of the grant

COMPLIANCE

The project complies with any applicable diocesan policies

COST-EFFECTIVE

The proposal is innovative and efficient in its use of funds

LEADERSHIP

Leadership is in place to carry out the project

NEED & READINESS

FRCDB support would be vital to a proposed project's success, the project is ready to be implemented and the project will be funded within one year of the grant

SUSTAINABILITY STRATEGY

The proposed project is a well-planned approach to solving a problem and/or delivering services likely to continue and expand after the grant period, becoming self-supporting

TRANSFORMATIONAL

The proposed project fills a void or urgent need within the community

GRANTS WILL NOT BE AWARDED FOR PURPOSES OF

- Annual fund-raising events, capital campaigns, drives, debt reduction, or endowments
- Reimbursement of projects or programs that have already occurred
- Organizations not supported or endorsed by the Catholic Church or not serving an identifiable Catholic population
- Funding more than one year of a program or initiative's cost
- Capital improvements and construction
- Operating costs and expenses as they relate to the budgeted operation of a parish, Catholic Ministry or Diocesan department in the normal course of its business, unless related to a new initiative or program
- Initiatives that qualify for funding under an *Upon This Rock* Campaign case element
- Salaries or stipends for individuals (exceptions may be given for fees paid to third party speakers or specialists that are necessary for the program or initiative's success, but under no circumstance will the full amount of any such stipend be granted)



GRANT REQUESTS TO FUND CONFERENCE ATTENDANCE

Should the FRCDB fund a professional conference, at no time will the grant fully fund the expense. Grant funding for conferences will not exceed \$275.00 per participant or 25% of the per participant cost, whichever is less. Attendees, their sponsoring organization, ministry, department, or parish, will be required to contribute at minimum \$100 per participant, for the expense of such conference or seminar.

Additionally, any upgrades for individuals attending a program or conference such as a single room, independent travel plans, etc., will not be funded. All travel plans must be arranged through the Diocesan preferred travel agency to qualify for funding, unless less expensive arrangements can be shown, such as through the USCCB. You can contact the Foundation at grants@buffalodioces.org for travel agency information.



GRANT BUDGET SUPPORT

At minimum two (2) sources of vendor pricing for items over \$250, such as quotes, invoices, purchase orders, statement of services, competitive bids or other document that identifies the seller, item description and cost is required (* if single source supplier, please provide letter or if a certain vendor is preferred, please explain why)

Expenses may be reduced by purchasing items in bulk or with other organizations or departments through the diocesan Central Purchasing Office (Shelly Pacillo, Purchasing Manager by phone at 716.847.8707 or email dpc@buffalodiocese.org).



CONDITIONS TO GRANT ACCEPTANCE

by accepting a grant from the FRCDB, your organization agrees to the following

- Be open to a visit/inspection by the FRCDB or be available to attend a question and answer session with the FRCDB relative to your grant proposal and/or use of grant funds.
- Create a FRCDB grant income and FRCDB grant expense line-item in your organization's budget to properly account for Foundation grant funds.
- Agree to notify the FRCDB if at any point it is determined that your organization will no longer use any of the equipment, technology, supplies or other materials purchased with grant funds and give the FRCDB the right of first refusal to take possession of such and at its discretion elect to reassign the materials to another organization in the Diocese or otherwise dispose of.
- Permit the FRCDB to share the good news of your grant award with the public as it sees fit.
- Raise awareness and share the good work of the FRCDB grant funding of your grant proposal, by raising awareness of the funding in your organization or parish community through the parish bulletin, organization website, newsletters, email blasts and the like (downloadable FRCDB ads can be obtained from grants@buffalodiocese.org).
- If attending a conference/symposium/speaker, be prepared to share information with the Diocese upon return within six (6) months of attending in a presentation with your plan of action for implementing what was learned. The presentations must be coordinated with the Grants Administrator.
- Submit report to the FRCDB twelve (12) months after the receipt of the grant funds or within three (3) months of the funded project's completion, whichever is sooner, or as otherwise required by your grant award — NOTE: Failure to complete a Final Report could preclude your organization from receiving further grant support from the FRCDB.
- All granted funds are for the purposes outlined in the grant proposal. A complete accounting is required with the final report. Any unused funds must be returned to the FRCDB within thirty (30) days.
- Generally, a one-year waiting period is required before seeking another grant from the FRCDB. Organizations with an open grant may not apply until the open grant has been completed, fully funded, and the Final Report submitted to the FRCDB.
- Adhere to any other restrictions and/or requirements as set by the FRCDB when the grant is awarded.