THE FOUNDATION OF THE ROMAN CATHOLIC DIOCESE OF BUFFALO
UPON THIS ROCK STREAM GRANT APPLICATION GUIDELINES

THE
FOUNDATION
OF THE **ROMAN CATHOLIC**
DIOCESE OF BUFFALO

UPON ✝ THIS ROCK

Applications open Year Round

Applications will be reviewed 3 times per year at the following deadlines:

January 15th
April 15th
October 15th

The Foundation of the Roman Catholic Diocese of Buffalo (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 listed in the Catholic Directory of the Diocese of Buffalo. The FRCDB neither lends nor grants money to individuals nor political organizations.

The Grants Committee of the FRCDB Board of Trustees will be the body responsible for considering each grant proposal under *Upon This Rock* (*UTR*) STREAM case element and making recommendations to the full Board of the FRCDB for approval. STREAM represents Science, Technology, Religion, Engineering, Arts and Mathematics in elementary school curriculum.

WHO CAN APPLY
All Catholic elementary schools in the Diocese of Buffalo.

AMOUNT OF FUNDING FOR GRANT REQUESTS
The amount of grant funds available for *UTR* STREAM case element will depend on the status of *UTR* pledge collection as of each grant cycle. The FRCDB is not obligated to spend every available dollar each grant cycle.

OUR GRANT PROCESS

1

COMPLETE AN ONLINE GRANT APPLICATION
Please download the *UTR* STREAM Grant Worksheet and STREAM Budget forms before completing the electronic application. The application is not self-saving so you must complete it in one sitting. Please read the Guidelines and complete the worksheet and budget ahead of time.

2

GRANT APPLICATION REVIEW
The Grants Committee has the discretion to approve, deny, approve as modified or with conditions, or table any grant application. The FRCDB review and approval process is extremely rigorous to ensure good stewardship and accountability for the funds raised by the more than 25,000 donors across the eight counties of Western New York. STREAM grant requests will be considered by the Grants Committee during the October Grant Cycle. The Grants Committee will present its recommendations to the Bishop and the FRCDB Board of Trustees at the February Board of Trustee meeting.

3

AWARD NOTIFICATION
Applicants will be notified of a decision/status as soon as practical after approval by the Board of Trustees, but generally within 90 days of the September 15th application deadline.

Checks for approved grant fund amounts will be issued to the applicant generally by Dec. 30.

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

BASELINE: PRINCIPLES OF STREAM

The request furthers at least one of the STREAM education principles, which have been the focus of all action items of the STREAM initiative of the Diocese of Buffalo.

- Technology training is made a priority for increased use in teaching and learning
- Marked increase in hands-on/experiential science
- Enter disciplinary unit planning/project based learning is evident K-8

- Engineering design process is introduced and integrated K-8
- The professional development around STREAM principles grows
- Enhance awareness, fundraising and marketing around STREAM

TIER #1 CONSIDERATIONS

- Operational and trained Board of Specified Jurisdiction
- Continued Involvement in the Diocesan STREAM education initiative

TIER #2 CONSIDERATIONS

- Technology plan on file with the Diocese
- Thoughtful Classroom participation
- Professional development plan on file with the Diocese
- Smart Bond initiative and report

- Diocesan Math PLC membership and participation
- ERate participation
- Current list of school-generated community partners in education
- Advancement roundtable membership and sustained participation

STEWARDSHIP, CO-FUNDING, SUSTAINABILITY, COLLABORATION, IMPACT, & TRANSFORMATION CONSIDERATIONS

ACCOUNTABILITY
Measurable outcomes are identified, can be realistically achieved; 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 STREAM and 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; and the Pastor, principal, Board of Specified Jurisdiction and Dept. of Catholic Schools support the grant initiative

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

PROFESSIONAL DEVELOPMENT
A professional development plan is part of the grant request or already in place to ensure the grant initiative will impact multiple grades and various subject matter classrooms and be sustained by the faculty in subsequent school years (can be with NASA centered projects)

STREAM-CENTERED
The project supports and enhances multiple aspects of the eight principles of STREAM, and a plan is in place which ensures that the grant initiative will impact a significant amount of students on a regular basis across multiple grades and subject matter classrooms throughout the school year and into subsequent school years

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 and having an impact beyond the school year being funded; and financial investment by the parish, school and/or business community has been sought and obtained to co-fund the project expense and to sustain the project after grant funding is spent

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

FRCDB FUNDING POLICIES

FRCDB STANDARD PRACTICE, POLICY, AND BY°LAWS
DO NOT ALLOW GRANTS TO 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 (including furniture, WiFi upgrades or installs)
- 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 a parish's *UTR* Capital Campaign case support
- 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)
- Programs or initiatives that are more properly funded under the mission of another case element of the UTR Capital Campaign

IN ADDITION, *UTR* GRANTS WILL ALSO
GENERALLY NOT BE AWARDED FOR THE PURPOSE OF

- Busing, unless an integral part of a STREAM initiative and other funding is not available
- STREAM coordinator stipend, salaries or other funding
- Requests for items or services that could easily be donated by members of your school or parish community are not favored, such as food, paper products, basic office supplies, postage …etc
- Requests to cover large shipping expenses where there is no showing that an attempt was made for co-funding
- Requests for funds associated with marketing, mailing, printing where there is no detaildescription of what will be involved and itemization of the costs or back-up for the costs
- Requests that just attach a picture or an item number from a catalog or online supplier without there being an adequate description of the product and its intended use somewhere in the grant application

ADDITIONAL SUPPORT NEEDED FOR FUNDING REQUESTS

If you are asking for grant funding for any of the following expenses,
please be sure to include the following detail in the grant application:

BOOKS & LITERATURE
Author and Title, Cost per book, vendor, total number needed, how it will be distributed and plan of action for use.

TRAINING & PROFESSIONAL DEVELOPMENT
Name and credentials of person doing the training/PD, how you learned about the person, nature of training/PD and how many people will be served, rate charged for training/PD, and how it is calculated (hourly, flat fee), date(s), time and place of training/PD, and plan of action for implementing what was learned.

CONTRACTED PRINTING & COPYING SERVICES
Cost of materials and labor, vendor name, 2 vendor bids if more than $250; and why the work cannot be done in-house.

CONSULTANT
Name and credentials of person doing the consulting, nature of consulting, how you learned about the consultant, how many people will be served, rate charged, and how it is calculated (hourly, flat fee), date(s), time and place, and plan of action for implementing what was learned.

GUEST SPEAKER
Name and credentials of the guest speaker, nature of speaking engagement, how you learned about the speaker, how many people will be served, rate charged, and how it is calculated (hourly, flat fee), date(s), time and place, and plan of action for implementing what was learned.

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@buffalodiocese.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 dpd@buffalodiocese.org).

CONDITIONS TO GRANT ACCEPTANCE

by accepting a grant from the *UTR* STREAM case element, your parish and school agrees to the following

- Be open to a visit/inspection by FRCDB representatives or be available to attend a Q&A session with the FRCDB relative to your grant proposal

- Create a STREAM income and STREAM expense line-item in your school budget to properly account for *UTR* STREAM grants

- Agree to notify the FRCDB and the Department of Catholic Schools if at any point it is determined that the school will no longer use any of the equipment, technology, supplies or other materials purchased with *UTR* STREAM 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 school or organization in the Diocese or otherwise dispose of

- Adhere to any other restrictions and/or requirements as set by the FRCDB when the grant is awarded

- Raise awareness and share the good work of the FRCDB *UTR* STREAM grant funding of your grant proposal, by raising awareness of the funding in your school and parish community through the parish bulletin, parish and school newsletters, email blasts and the like

- Permit the FRCDB to share the good news of your grant initiative and award with the public as it sees fit

- Submit a Final Report to the FRCDB