

ST. JOSEPH'S COMMUNITY FOUNDATION COMMUNITY GRANT APPLICATION GUIDELINES

**The St. Joseph's Community Foundation exists
to carry out the following Mission:**

*The Mission of the Foundation is to perpetuate the mission of the Sisters of Charity of the Incarnate Word and their 92-year tradition of improving the availability and effectiveness of **medical care** in the Red River Valley with a special emphasis on persons who are under-served or in financial need.*

Who Can Apply?

Organizations may apply for grants if they are seeking funding for programs in the Red River Valley that meet the Foundation's overall Mission of improving **medical care**.

Applicants must be tax-exempt under Section 501(c) (3) of the Internal Revenue Code.

The St. Joseph's Community Foundation does *not* offer grants to/for:

- ~ General Operating Costs
- ~ Endowment Funds
- ~ Political Activities
- ~ Fundraising Events
- ~ Private Foundations
- ~ Scholarship Programs (other than the Foundation's Nursing and Healthcare Career Educational Grant Programs)
- ~ Programs or services that are inconsistent with the Ethical and Religious Directives for Catholic Health Care Services

Though rare, in special cases the Foundation might consider funding:

- ~ Capital Expenses Related to Programs
- ~ Operating Expenses Related to Programs

Baseline Grant Limitations:

The following shall serve as the **guidelines** for grant funding approvals. The Grant Committee, with concurrence of the SJCF Board, may deviate from the below stipulations as they deem necessary for special case scenarios:

- No grant shall be awarded to any organization or individual who provides any services that are in conflict with the teachings of the Catholic Church (i.e.: abortion services or counseling, contraceptive services, embryonic stem cell research).
- No single entity shall receive more than one funded grant in any one year. Any grant applicant who does not receive funding in a grant cycle may be given the opportunity to modify their grant application and resubmit it in the next cycle, provided they meet the cycle submission deadline.
- While the Foundation will accept requests for any amount, the awarded grant amount for an agency request should range from \$2,500.00 to \$7,500.00. Initial agency requests should not exceed \$5,000.00.
- No individual grant request will be funded for more than \$15,000 in any one year.
- No multi-year grant awards shall exceed 3 years of funding or more than \$25,000 in total awarded funds.
- Any acceptance of a multi-year grant award shall preclude the recipient from making any additional grant request during the multi-year funding period and for a period of one year beyond the last year of funding.
- All grant award recipients must sign an agreement that in the event they ever have a change of tax status from non-profit to for-profit, they will repay to the Foundation all amounts received from the Foundation within 90 days of their tax status change.

Grant Application Timeline:

Grant applications received from January 1st through May 31st will be considered in the first annual cycle for awards made in August. Grant applications received from June 1st through October 31st will be considered in the second annual cycle for awards to be made the following December.

CYCLE 1: Applications are due by May 31st
CYCLE 2: Applications are due by October 31st

ST. JOSEPH'S COMMUNITY FOUNDATION COMMUNITY GRANT APPLICATION

While no standard application form is required for applying for a grant from the St. Joseph's Community Foundation, this form outlines all the information requested. The application must contain the details listed below, as well as meet the Grant Application Guidelines. As a reminder, grants must focus on improving medical care.

COVER LETTER:

A one page cover letter clearly stating the name, address and telephone number of the applicant and the program, plus a brief description of the program and the total amount of funding being requested.

PROGRAM DESCRIPTION:

1. **Organization Information:** (Please include a brief history of the organization, its current focus, current programs, and recent accomplishments.)
2. **Market and Customers:** (Please include current population served including socio-economic status, ethnicity, gender, age, and geographic location.)
3. **Targets and Outcomes:** (Please include who will be served and what specific results are expected from the proposed activities and within what stated time period.)
4. **Key Individuals:** (Please provide a list of directors and corporate officers including profession, and names and qualifications of key staff involved with the proposed project.)
5. **Specific Dollar Amount Requested from the Foundation:**
6. **Project Budget:** (Please include a project line item budget including income and expenses. Please include fiscal year information along with a brief narrative.)
7. **List All Entities Asked to Give Financial Support for the Proposed Budget:** (Please include their responses to date and dollar amount committed.)

8. **Plans to Support the Project After the Grant Period:** (Please include projected income sources.)
9. **Plan to Evaluate the Project:** (Please include measurable, time-specific goals, a description of information to be collected to measure progress, and how that information will be collected.)
10. **A Brief Statement** of any other information you think is pertinent to explain or support this initiative.

REQUIRED ATTACHEMENTS:

Please attach the following information to your application:

- List of names, addresses, phone, e-mail and fax numbers and brief description of each collaborating or partner organization involved in the program
- List of applicant's board members or community advisory body
- Letter of support from at least two community members
- Letter of support from each collaborator or partner signed by the organization's Chief Executive Officer
- Copy of organization's IRS Tax Determination Letter – 501(c) (3) designation
- Copy of the summary of your most recent audit
- Articles of Incorporation/Bylaws
- Copy of most recent 990
- Authorization from Board of Directors for grant writer to apply for and spend grant monies received
- State of Texas Certificate or Letter of Sales Tax Exemption

Please email the grant application and additional documentation to sjcfparis@gmail.com or mail to:

Louisa Kessel, Executive Director
PO Box 6427
Paris, TX 75460
Phone: 903-784-5136
www.sjcfparis.org