Instructions and Helpful Hints for Completing the Application for Funding from the Catholic Campaign for Human Development

PRELIMINARY INFORMATION

I.   In Section I, please provide all the requested contact information. It is important that you identify a Project Contact whether that person is the director of the agency or the director of the specific project.

II. In Section II, describe the project and your anticipated chief outcome. On a separate piece of paper, complete item II C about the organization as a whole. This provides you an additional opportunity to share information about your organization.

III. In Section III A, identify the amount you are requesting from CCHD and state your budget for both the project and the entire organization. If this project does not encompass the entirety of your organization's work, then we expect the full organization budget to be higher. The amount for the project should equal the total expenses identified in your budget breakout at the end of the application (pp 11-12). Funding request may not exceed $10,000.

III.B. Make sure the stated use of funds is consistent with how the costs are itemized on the budget pages.
III.C. CCHD has limited funds to award, and many projects are not funded at the full level requested. State why CCHD funding is important to your project (e.g. seed money to leverage other resources, to close a gap, etc.). Give thought to whether you would need to seek funds elsewhere, raise fees, or scale back your project should you not receive full funding. Tell us what you would do.
III. D. Finally, please indicate if **this project** has been the recipient of prior CCHD funds. Funding for specific projects will be limited to 3 successive years. Applicant organizations may apply for more than one project per year and organizations for which projects have been funded for 3 years may continue to apply as long as the funds are requested for a new project.

IV. Please indicate/confirm your organization's tax-exempt status. The organization applying must qualify as a tax-exempt entity as evidenced by providing IRS 501(c)(3) certification, or operate under a fiscal agent that has a 501(c)(3) number while the organization has a 501(c)(3) application in process. We require proof of this and request that you submit one copy of the appropriate documents with your application form, unless we already have these on file if this is a continuing project from last year.

V.   Please verify that your Board of Directors or Project Board has approved this application and that it supports the project. **Your organization's executive director must sign the application.**

A. PROJECT DESCRIPTION

1.   Section 1.a. gives you the opportunity to share the specific details of your project. What need is this project addressing? How was it identified? Who identified it? How will this project specifically deal with this need?

1.b. CCHD distinguishes between the **effects** of poverty and the **causes** of poverty. Be sure to address how your project deals with the **causes of poverty**.

2.   Remember that the project must benefit the poor and/or powerless. At least fifty percent (50%) of those benefiting from the project must be from the low-income community.

3.   Projects should be innovative and demonstrate a change from traditional approaches to poverty by attacking the basic causes of poverty and effecting institutional change. CCHD defines institutional change as including:

a. Modification of existing law and/or policies to address structures of government, corporations, private agencies, or the existing culture that create poverty, keep people poor, or impose injustice on poor people;

b. Establishment of alternative structures and/or redistribution of decision-making powers;

c. Creation of quality jobs for low-income people and/or movement of low-income people into ownership or management positions.

4. An appendix is provided at the back of the application that provides a sample of how to document your objectives. Please be realistic both with your objectives and their timelines. Objectives must be concrete, practical, and achievable.

5. To encourage self-sufficiency and empowerment, participants must have an active role in the leadership and implementation of activities. Please state how members of the poverty group will be active in your project.

6. Members of the poverty group should have the dominant voice in the project before funding begins. At least 50% of those who plan, implement and make policy (e.g. the Board of Directors, Project Board, etc.) of a project, should be persons who are involuntarily poor. Clergy, members of religious orders, VISTA and AmeriCorps 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 three points in a 1-2 page attached narrative. Failure to do so will negatively affect the evaluation of the proposal.

a. Why members of the poverty group do not currently have the dominant role in planning, implementing, and policy making.

b. The time schedule planned for the poverty group to assume leadership and control of the project.

c. How members of the poverty group were involved in determining their need for the project.

7. Board leaders bring considerable value to the mission of an organization. Whether it's your organization's board or the project board, please identify ways the board will be involved in contributing to the success of the project. Also share what special talents your staff and other members offer to the organization that will facilitate the achievement of your goals.

8. Your outcomes and objectives provide realistic measures of whether your project is a success. What methods, tools, or instruments will be used to evaluate and determine the success of the project? Examples of measurement tools can be attendance records, surveys, assessments, etc. If your project was funded by CCHD last year, then what were the successes that you measured last year which convinced you that the project was effective enough to seek an additional year of funding? Examples include: # of participants, # or % of people who complete a program or achieve a desired outcome, attendance at events or meetings, # of events or activities, # of meetings with elected officials, results of meetings with elected officials, # and type of desired changes as a result of the project. Did a policy change because of your project? Did views about an issue change because of your project?

B. ORGANIZATION DESCRIPTION

1. Complete the chart according to the guidelines that are provided. Remember to state whether your program uses HUD's definition of low-income or if you have another benchmark. In the table please accurately reflect the income and race demographics of the organization's board, project board, membership, staff, and those benefiting. Please be realistic about those benefiting directly from the project. Identify who these people are who are benefiting from your work (e.g. "Homeowners in foreclosure in Montgomery County" or "Low-income bus riders in Cincinnati.")

2. You must list the members of your policy-making board of the project. They may be different from the organization's board of directors, but, if so, you should help us understand how this group is fully involved in the development of the project and recognized as integral to the organization.

3. In indicating the number of persons benefitting from your project, please only count those who would directly benefit or who might reasonably receive some substantial benefit. For instance, if tackling an issue related to homelessness in a county, it would be unrealistic to include the entire population of that county as beneficiaries. It may be reasonable to include the number of homeless in that county should the proposed systemic change actually impact the way a new governmental policy might substantially impact their lives.

C. PROJECT BUDGET

1. Provide your project income, not the entire organization's. Please include revenue from all funding sources, including any revenue collected generated from fees or sales of goods/services. Round off all amounts to the nearest dollar. In the third column, please identify amounts from the second column that have been confirmed to date. The amount budgeted for CCHD grants should equal the amount you are requesting on page one of the application. This same format will be used for your mid-year and final report.

2. Please detail your budgeted project expenses, not the entire organization's. Please round to the nearest dollar. In column A state how you will use CCHD funds. In column B identify expenses not covered by CCHD funds. Your Total Expenses (C) = A+B. This same format will be used for your mid-year and final report. The total for your CCHD expenses should equal the total projected revenue from CCHD as well as the amount requested on page one of the application.

The important thing to remember about the budget is that columns must add down and rows add across. You should also have a balanced budget, meaning that your total expenses and total income should be identical. CCHD expenses should reflect how the funds will be spent as described earlier in the application and other program expenses should be itemized if not already covered in the categories provided.

BEFORE YOU SUBMIT YOUR APPLICATION

Use this Checklist to make sure you've done everything you need to do to submit a complete application:

Did you submit…
- ☐ one original and one copy of the application (including your organizational description requested in II.C. on the application and, if necessary, a more detailed response to question A.6.)?
- ☐ one copy of articles of incorporation, by-laws, and tax exempt status (IRS letter of determination), unless this is a repeat project and nothing has changed in these documents?

Did you remember to…
- ☐ acquire necessary signatures?
- ☐ double check spelling and grammar?
- ☐ double check that the revenue adds up, the expenses add up, and that the budget is balanced (expenses = revenue)?
- ☐ completely answer all the questions?