Diocese of Pensacola-Tallahassee

Schools Office

Seton Grant Guidelines

1. The most successful grants are those that emphasize Catholic faith formation. The grants cannot be used for professional development (i.e. conferences or retreats), capital improvement of the school or parish buildings, or for any program that is not directly related to the overall goals of the school or parish’s teaching of the Catholic faith. *Proposals which are most in line with catechetical goals of the parish/school have priority*

2. Both a school and parish program from the same parish may apply and both may be funded if there are sufficient funds. If funds are limited, then only one of the grants will be awarded. The pastor may be consulted prior to making the final determination.

3. It is preferred that the grant documents are signed, scanned and emailed to bassd@ptdiocese.org by the deadline. Applications that are late or have missing signatures will not be processed.

4. No Grants will be considered if the school or the parish has not turned in all documentation from the previous year’s grant. This requires that the Office for Catholic Schools has a copy of the invoice and proof of payment for the grant awarded in March of the previous year.

5. According to Diocesan policy, any school or parish that is not in compliance with the most recent internal review by the Diocesan Office for Finance checklist will not be eligible for a grant. The school or parish that had noted deficiencies must have Diocesan Office for Finance approval to apply.

6. The schools and ministries offices are more than willing to work with the school or parish program in determining what type of requests are most likely to be funded and to review the application prior to the deadline. Please contact the Office for Catholic Schools, Office for Faith Formation or Office for Youth Ministry for assistance.

**Timeline:**

- **December 3, 2021**: Grant Applications sent to the schools and parishes
- **February 1, 2022**: Grant Applications must be received by Donna Bass in the Schools Office
- **February 17, 2022**: Grant Committee will review applications and award Grants
- **February 25, 2022**: Schools and Parishes are notified of their grant awards
- **June 15, 2022**: Schools and parishes will submit documentation of the purchase of materials listed in grant for verification.