

## **Foundation Grant Writing Policies and Guidelines** *for parishes, schools, and non-diocesan applicants*

1. Consult the diocesan website for foundation contact information, due dates to the Stewardship and Development Office, and diocesan policies.
  2. Consult each foundation for their particular application guidelines.
- All applicants**
3. All applicants must submit all of the following information to the Stewardship and Development Office for each grant request at least 3 weeks prior to the foundation deadline:
    - a. Foundation name
    - b. Amount of request
    - c. Funding year (current calendar year or next calendar year)
    - d. Purpose for which the grant will be used
    - e. Foundation deadline
- Letters of support**
4. If a letter of support from the Bishop is required by the foundation, all applicants must submit a drafted letter to the Stewardship and Development Office at least 3 weeks prior to the foundation deadline.
    - a. Once approved, the signed letter will be mailed directly to the foundation from the diocese, and
    - b. A copy of the letter will be e-mailed to the applicant.
- Grant agreements**
5. If a grant agreement must be signed by the Bishop, the grantee must submit the agreement to the Stewardship and Development Office at least 3 weeks before the agreement is due.
    - a. The grantee must sign the agreement before submitting it to the diocese.
    - b. Once signed by the bishop, the agreement will be mailed directly to the foundation from the diocese, and
    - c. A copy of the agreement will be e-mailed to the grantee.
- Grant status reports**
6. If a grant status report must be signed by the Bishop, the grantee must submit the report to the Stewardship and Development office at least 3 weeks before the report is due.
    - a. The report must be complete and signed by the grantee before submitting it to the diocese.
    - b. Once signed by the Bishop, the report will be mailed directly to the foundation from the diocese, and
    - c. A copy of the report will be e-mailed to the grantee.
- Proceeds**
7. If the proceeds of the grant are mailed to the diocese, the diocese will mail a check to the grantee with a letter identifying the grant.
- Responsibilities**
8. Applications, agreements, reports, and thank-you letters are the responsibility of the applicant/grantee.
    - a. Although the diocese will provide some assistance in understanding the grant process, the diocese will not be responsible for generating content of applications or reports, or for making sure deadlines are met.
    - b. If the applicant/grantee has not received any follow-up or confirmation of receipt from the diocese, the applicant/grantee should contact the Stewardship and Development Office within 2 weeks of calling, e-mailing, or mailing information to the diocese.
    - c. Proposals are subject to the review and approval of the Bishop or his delegate.
- Contact information**
- Stewardship and Development Office  
 (512) 949-2444  
 margaret-kappel@austindiocese.org  
 6225 Hwy 290 E, Austin, TX 78723