Memo from Office of Public Policy and Social Concerns, "Catholic Campaign for Human Development - Local Grant Allocation Process" (06/08/01)
June 8, 2001

To: Pastors, Parish Staff, Pastoral Coordinators, Archdiocesan Ministry Directors, Community Groups/Organizations Interested in Pursuing Local CCHD Funds

From: George Wesołek, Director, Office of Public Policy and Social Concerns
Melanie Piendak, CCHD Archdiocesan Coordinator
CCHD Local Committee Members

RE: Catholic Campaign for Human Development Local Grant Allocation Process

The staff and local committee of the Catholic Campaign for Human Development (CCHD) within the Archdiocese of San Francisco would like to inform you that the local grant funding application process is now open. Enclosed, you will find a copy of our local application as well as guidelines and definitions explaining the process and criteria for funding. We encourage applications from throughout the Archdiocese and ask your help in making this known to any and all potential applicants. PLEASE COPY AND DISTRIBUTE THIS APPLICATION PACKET TO INTERESTED INDIVIDUALS IN YOUR COMMUNITY.

The purpose and goal of the local CCHD grant process is to support the efforts of low-income individuals to actively change the economic, social and political structures which are the root-causes of and perpetuate poverty in our midst. Specifically, we aim to provide financial as well as leadership development and technical assistance to newly developed or start-up organization or projects wishing to increase their internal organizational capacity and strengthen their functions.

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT
CCHD is the domestic anti-poverty campaign of the U.S. Catholic Bishops designed to be an educational/action program to address the root causes of poverty in our country. CCHD funds are raised through an annual collection each fall throughout the nation. The national funds are disbursed in two ways. 75% of the money collected each fall is sent directly to the national office of CCHD to be awarded to grant recipients whose work addresses conditions of poverty in specific critical areas such as community organizing and development, economic development, education and economic justice. 25% of this annual collection remains in the Archdiocese of San Francisco to be distributed through this local grant process.
GUIDELINES

A project will be considered for a grant if:
- It is controlled or moving in the direction of being controlled by low-income people.
- Its activities and functions aim to remove the structural and/or institutional causes of poverty.
- It is consistent with Catholic moral teaching

**NOTE**: However, groups do not need to be Catholic to apply. Please see attached description of Catholic moral and social teaching.

A project will be favored for a grant if:
- It directly addresses economic development issues.
- It serves a segment of the population not served by an existing CCHD funded group.

CRITERIA
- The project or organization must benefit a poverty group or other group of marginalized or disenfranchised members of a community.
- Funding will not be considered for projects which can be funded by other monies available from the private or public sector; unless application can demonstrate why these funds are not obtainable from these sources.
- CCHD funds will not be granted to organizations that would utilize CCHD money to fund other organizations.
- CCHD will consider proposals requesting grants of not less than $3,000 and not more than $10,000. Grants awarded may be less than the amounts requested.
- Due to financial limitations and availability of resources, eligibility does not guarantee funding.
- CCHD does not determine funding based on religious/denominational affiliation. However, as stated above, projects must conform to the moral teachings of the Catholic Church.

PROJECTS NOT MEETING CCHD GUIDELINES and/or CRITERIA
- CCHD does not fund direct service projects and/or organizations (ie. day-care center, scholarships, direct clinical services, emergency shelters and other direct counseling programs etc.)
- CCHD does not fund projects controlled by government bodies (federal, state or local).
- CCHD does not fund research projects or survey projects. However, feasibility studies relating to economic development work may be considered.
- CCHD does not fund individually owned and/or for-profit businesses.
Local Catholic Campaign for Human Development Calendar
2001 Timeline

Year round Education in parishes, community organizations and with youth and young adults on justice and Catholic social teaching using the TARGET program model. Resources and presentations available through Office of Public Policy and Social Concerns.

May Local committee convenes to discuss local grant process.

June 15th Local CCHD grant applications available through Office of Public Policy and Social Concerns

August 15th Local CCHD grant applications deadline. Please send attention to: Melanie Piendak
Catholic Campaign for Human Development
Archdiocese of San Francisco
One Peter Yorke Way
San Francisco, CA 94109

September First review and recommendation meeting by local committee and CCHD staff.

September 19th Proposal considered for funding invited to meet with local committee for question and answer session. Please mark your calendars.

October 3rd Letters mailed to grant applicants awarded funding.

December 1st Grant funding cycle begins.
Catholic Campaign for Human Development
Archdiocese of San Francisco
Application for Local Funding

Name of Organization

Name of Project for which CCHD funds are being sought

Total Budget for your organization

Total Budget for this project

Amount requested from CCHD

Name and address of contact person

Contact person

Address

Phone #:

Fax #:

E-mail address

Is this applying organization:

Incorporated? _____ Yes _____ No

Non-Profit? _____ Yes _____ No

Tax Exempt: 501(c)(3)? _____ Yes _____ No

If this applying organization uses a fiscal agent, provide the name, address and phone number of the contact person:

Contact person

Fiscal Agent

Address

Phone #:

Fax #:

E-mail address

Have you received local CCHD funds in the past? _____ Yes _____ No

Year ____ Amount $ _____

Year ____ Amount $ _____

Year ____ Amount $ _____

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Rev 6/8/01
**Catholic Campaign for Human Development**  
*Archdiocese of San Francisco*  
*Application for Local Funding*

**Board of Directors**  
Please list the board of directors for the applying organization.

**Definition of decision-making board:** Should a Board of Directors not be applicable to your organization and/or project, please include information pertaining to your policy-making board, decision-making board or other committee/group of person(s) responsible for the overall decision-making strategies of the project applying for grant funding.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE #</th>
<th>OCCUPATION</th>
<th>BELOW / ABOVE POVERTY</th>
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NOTE: Definition of poverty pertaining to the Archdiocese of San Francisco is determined by economic indicators dictated by the government guidelines for low-income or lower living standards. For purposes of this application we define poverty using the Department of Health and Human Services standards per family size as:

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<th>SIZE OF FAMILY</th>
<th>ANNUAL INCOME</th>
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<tbody>
<tr>
<td>1</td>
<td>$8,590</td>
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<tr>
<td>2</td>
<td>$11,610</td>
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<td>3</td>
<td>$14,630</td>
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<td>4</td>
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<td>$23,690</td>
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<td>7</td>
<td>$26,710</td>
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<td>8</td>
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Please note that students, religious and full-time volunteers are not considered as individuals living below the poverty line as they are choosing to live in voluntary poverty.
**Examples of professional fees include:** Lawyers, consultant fees, audits, accounting, hired technical assistance trainers etc.
Catholic Campaign for Human Development  
Archdiocese of San Francisco  
Application for Local Funding

Narrative

Give a brief description of the work of your organization.

Briefly describe the project for which you are requesting CCHD funds. What are your objectives for this year? (Please, only use the space provided.)
Describe the community to be served by this project.

How will this project address the causes rather than the symptoms of poverty or injustice? What institutional change will take place as a result of your work?
Narrative (cont’d)

How are the members of the group served by this project involved in the planning of the project? What is the low-income participation?

How does this project develop new leaders? Briefly describe the leadership plan.
What are the three most important accomplishments of your organization or project in the past year? (If applicable)

How would you use this CCHD money in this project? Could this money be used as matching funds from another source?