

THE SERVICE AND OUTREACH GRANT PROGRAM (SOGP)

St John XXIII University Parish / Catholic Center

1. **Purpose:** The Service and Outreach Grant Program (SOGP) assists St. John XXIII Parish by funding innovative service and outreach programs in which parishioners are involved and which respond to Christ's call to ease human suffering in a way that is consistent with the mission of St. John XXIII parish. For purpose of this grant program we define the mission of the church to be an organized activity which serves those at the margins of society following the example of Christ.
2. **SOGP Committee:** Oversees and implements a process by which parishioners can request parish assistance in funding innovative programs that advance the mission of the parish. Final decisions will be made by the pastor after receiving recommendations from the SOGP committee.

Functions: The primary functions of the committee include:

- *Review and make decisions about funding requests
- *Evaluate and follow up on approved grants to ensure they have been used in a manner consistent with the original request.
- *Promote general awareness of grant activities in St. John XXIII Parish.
- *Provide an annual report to the parish summarizing the committee's activities and the grants made during the fiscal year.

Membership: The committee consists of 5 active parishioners, one of whom will serve as chairperson and another as secretary plus the pastor. The committee will elect its officers each year at the plenary meeting.

Terms of office: Initially one member will be appointed to a one year term, two members to a two year term and two members to a three year term to ensure continuity. Thereafter all terms will be three years. Terms may be renewed once.

3. **Decision Making Process (the work of the committee during the year can occur through electronic means):**
 - a. SOGC grant forms will be available on the website or can be obtained by request from the parish office. All grants must be submitted electronically to the parish office.
 - b. The parish administrator will forward the grant form(s) to the chairperson within a week of receiving it.
 - c. The chairperson will summarize the grant in one paragraph and forward the application form to the members of the committee who will have two weeks to review it. S/he will also set a date for the conference call or electronic convening to review the proposal and make a decision.
 - d. Decisions on grants will be made by an 80 percent vote.
 - e. The secretary will summarize the reasoning of the committee and send it with the recommended grant to the pastor who will make the final decision.
 - f. Thus the time for a decision should be more or less 45 days.

4. **Annual Meeting:** The committee will meet in **plenary session** once a year to submit its report for the past year and prepare a budget for the coming year.
5. **Guidelines for SOGC Grant Awards:**
 - a. Parishioners may request an award for a program they wish to start or for a program sponsored by a nonprofit organization. The parishioner must be an active participant in the planned program.
 - b. The program must be innovative expanding the outreach of the groups involved.
 - c. Grant awards will not exceed a maximum of \$2,500.
 - d. No grant award will cover the full anticipated costs of a project. Every applicant is expected to generate at least 50 percent of project costs from other sources.
 - e. Grant payments will be dispensed on a schedule approved by the SOGC committee. The funds may be used as seed money.
 - f. Grant applications may be made for the same innovative program for no more than 3 years.
 - g. A member of the SOGC committee will be appointed as special liaison for each approved grant to stay close to the project. This liaison will receive the final written report from the grant recipient on behalf of the SOGC committee.
6. **When the budgeted funds for this committee are exhausted, the chairperson will report this fact to the pastor and request that the parish office not receive any more applications.**
7. **If a donor wishes to make a contribution to the SOGC, it will be treated as a supplement to the budget of the committee.**