



**DOMINICAN FRIARS  
OUTREACH FUND**

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**“None of us can think we are exempt from the concern for the poor and social justice.”  
Pope Francis**

**APPLICATION FOR GENERAL PROGRAM SUPPORT**

**Introduction:**

The mission of the Dominican Friars Outreach Fund (DFOF) Outreach Committee is to help develop, coordinate, and promote opportunities for St. Peter Church parishioners and St. Martin de Porres National Shrine and Institute patrons to continue the work of Christ through actively serving the world in God’s name. This means using every means available including prayer and preaching to help parishioners and patrons understand the Gospel imperative to feed the hungry, clothe and shelter the needy, care for the sick and visit the imprisoned, as well as the Christian call to be an instrument of healing brokenness in our world.

Our vision is to be a thriving community of hope, belonging, and healing through worship, prayer, parish life and service and which rejoices in the love of Jesus to transform the world.

DFOF’s Outreach Committee offers financial support to qualified Internal Revenue Code 501(c)(3) tax exempt charitable organizations for activities which further this mission and align with our vision. The Committee also intends to establish personal relationships with organizations receiving monetary assistance through site visits and by encouraging DFOF parishioners and patrons to serve as volunteers.

**DFOF conditions its funding on applicants agreeing:**

- To spend all funds in accordance with the local, state and federal law, including the Internal Revenue Code.
- Not to use any DFOF funds in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.

DFOF is not a co-venturer or partner in operating or managing your organization, nor shall DFOF be liable for your organization acts or omissions. By accepting DFOF grant funds your organization agrees to indemnify DFOF in case of a claim against DFOF arising from your organization’s acts or omissions.

## **Amount and Purpose of Funding:**

For the current funding cycle, organizations may apply for at least \$1,000 and no more than \$7,500 for one year of general program support. Actual amounts the Committee will grant any organization depend on the resources available for the current funding cycle, Committee priorities, and the quality of the organization's proposal. General program support funding is intended to support the overall operations of the organization (including administrative costs) as opposed to special projects. Examples of expenses that qualify for general program support include salaries, supplies, facility rental, and contracts with service vendors.

## **Application Process:**

Organizations must submit their applications for general program support funding on or before April 30 to be considered for the current funding cycle. Applications must be submitted in an electronic format (Word or PDF) by this date via email at [outreach@stpeterchurch.org](mailto:outreach@stpeterchurch.org). Hard copy applications sent by U.S. Mail or hand delivered will not be accepted. The Committee plans to review applications no later than May 31 and intends to disburse funds by June 30. Please provide the following information in the format specified below in a separate document

### **Section 1. General Information:**

Please complete the Grant Application Cover Page.

Please explain why your organization aligns with at least one of the focus areas (PRAYER, STUDY, COMMUNITY, PREACHING) and designate which focus area is the primary one for the purposes of using DFOF funds.

Please list parishioners of St. Peter Church or patrons of St. Martin de Porres National Shrine and Institute who are current active volunteers and, if possible, provide a letter of reference from at least one of them.

### **Section 2. Program Information:**

Please provide a brief (one page maximum) history of your organization including descriptions of services provided, target population and recent data on the number of individuals receiving services.

Please explain how funding your organization's operations will help DFOF to promote at least one of the pillars of the Dominican Friars: PRAYER, STUDY, COMMUNITY, PREACHING.

Please detail in your application the specific opportunities for DFOF parishioners and patrons to participate/volunteer in your organization's programs. Additionally, if there are specific non-monetary needs, these should be listed in your application as well.

### **Section 3. Financial Information:**

Please specify exactly how DFOF funds will be used, including a line-item budget, time frame for expending DFOF funds, and an explanation of why your organization needs these funds.

If your organization has received DFOF funds in the past 5 years, please describe how the funds were

used and the results that were achieved.

Please describe other sources of funds for your organization's overall operations and for specific projects and provide an explanation of how DFOF funding will complement, leverage or serve as a match for funds from these other sources.

Organizations that have obtained federally-required Single Audit (2 CFR Part 200, Subpart F) within the past 2 years must provide the date of their most recent Single Audit. DFOF does not require a copy of the Single Audit as long as it is available from the Federal Audit Clearinghouse.

Other organizations must provide a copy of their most recent audited financial statement. If your organization does not obtain an audited financial statement, DFOF will consider waiving the requirement. To qualify for a waiver, you must provide an explanation of why an audited financial statement is not necessary, a description of how your organization's expenditures are overseen by your board of directors or another independent group and a current year budget.

Organizations that file a Form 990 with the Internal Revenue Service must provide the date of their most recent filing. DFOF does not require a copy of the Form 990. If your organization does not file a Form 990, please provide other proof of nonprofit status such as documentation of exemption from state sales tax.

All applicants must provide copies of their certificates of insurance for comprehensive general liability and motor vehicles.

#### **Section 4. Additional Materials:**

Your organization may submit links to web sites or other electronic depositories for documents such as annual reports, program evaluations, awards, client testimonials and similar supporting documentation.