

**Parish Religious Education Endowment  
Catholic Foundation of the Diocese of Beaumont Inc.**

The endowment for parish religious education was established to generate funds for grants to be used to provide assistance for parishes and missions within the Diocese of Beaumont who are in need of Parish Catechetical Leaders for children and teenagers and are unable to financially meet that need. The endowment was established in 2009 by gifts to the “Together for God’s Good Work” capital campaign.

Funds from this endowment will be distributed annually through grants. Applications can be made any time during the fiscal year and will be considered by a committee appointed by the Bishop of the Diocese of Beaumont. That committee will make recommendations to the bishop on the selection of awards. Committee members should include the Vicar General of the Diocese, its CFO, Director of Catechesis (Religious Education), Director of Stewardship (Development) Director of Human Resources or those serving in a similar capacity.

Consideration for funding distribution in keeping with donor intent:

- Parishes who do not have a full-time PCL and are financially unable to compensate a full-time PCL.
- Parishes which need to develop and upgrade their Religious Education program for children and youth but are financially unable to do so.
- Projects or ministries that assist a parish or parishes in providing a Religious Education program for youth and children when the parish is unable to financially support or sustain an independent program.

Requests can be made for multi-year support up to three years. Awards for multi-year grants will be determined on the availability of funds and need of the applicant. Guidelines and application form will be posted on the Diocese website.

In any given year, if there is an absence of applications for funding the Bishop of the Diocese may use an alternate method to fulfill the purpose of the endowment and in keeping with the donors’ intent. Those awards may also be for multi-year support up to three years.

## Parish Religious Education “Good Work” Endowment Grant

### I. Purpose of the Grant

To provide grants that will assist parishes and missions within the Diocese of Beaumont that are in need of a PCL (Parish Catechetical Leader) for children and teenagers and who are unable to financially meet that need.

### II. Funding Priorities

- Parishes which need to hire a PCL or compensate an existing volunteer or part-time PCL but are not financially able to do so.
- Parishes which need to develop and upgrade their Religious Education program for youth or children but are unable to do that financially.
- Projects or ministries that assist a parish or parishes in providing a Religious Education program for youth and children when the parish is unable to financially support or sustain an independent program.

### III. Policies and Procedures

- A. Requests must be made on the application form provided by the Diocese of Beaumont. Attachments can be provided when necessary. All elements of the application form must be completed in order to be considered.
  1. Job Description if requesting funding for a PCL. The job description submitted for the application must be one approved by the Diocesan Human Resources Director.
  2. Benefit to Religious Education of Youth and Children -What are goals and vision for religious education program? -What will be the impact of the grant?
  3. Evaluation –What data, record-keeping form, criteria will you use to evaluate?
  4. Salary –Applicant must coordinate with the diocesan Director of Human Resources to determine an appropriate salary for the position if seeking funding for an employee.
  5. Budget -Submit proposed religious education budget on worksheets provided.
- B. Requests must have the approval of the pastor of the parish/mission making application. Please submit a letter from pastor indicating that approval.
- C. Preference will be given to requests that show sustainability.
- D. Once approved funds will be distributed monthly. Award letter will indicate start and timing of funds distribution.
- E. Applications may be submitted no later than January 30 of any year to be considered for the next fiscal year.
- F. Grantee shall be accountable for funds by complying with timing and procedures for reporting. Reports will be submitted to Diocesan Director of Evangelization and Catechesis. Reporting form will be provided at the time of award.
- G. For questions regarding the application: Director of Stewardship: 409.924-4302

Submit completed application request to  
Director of Stewardship  
[stewardship@dioceseofbmt.org](mailto:stewardship@dioceseofbmt.org)

Subject line: Parish Religious Education Good Work Endowment Application

**APPLICATION**  
**Parish Religious Education Endowment – Part 1**

Name of Parish/Mission/Project: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

Name of Parish/Mission Contact: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Project Coordinator: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If submission for a Religious Education position, is the position in existence in any form?

Describe the form. (volunteer, part-time paid, vacant, etc.) \_\_\_\_\_

For how long? \_\_\_\_\_

Attach a letter of recommendation for all requests from the Pastor of Parish/Mission that will benefit from grant. His letter should indicate that he has consulted with the Diocesan Director of Evangelization and Catechesis as well as his parish pastoral and finance councils prior to application.

**Attachment A**

## **PROPOSAL FOR FUNDING - Part 2**

Requests can be made for multi-year support up to three years. Awards for multi-year grants will be determined on the availability of funds and need of the applicant.

1. **Job Description:** If funding is for a position, please attach job description indicating it has been reviewed by Diocesan Human Resources Department. (Attachment B)
2. **Project description:** (fewer than 500 words)
3. **Describe how this position/project will benefit Catholic Religious Education for children and/or youth. What will be the impact of the grant award?** (500 words or fewer)
4. **What record keeping or data will you use to show change or evaluate success?** (300 words or fewer)

5) Is this a one- year or three-year request?

6) If the request is only for one year, list the total amount of request for that one year? \_\_\_\_\_

7.) If the request is for three years, list the amount requested for each year?

- a. 1<sup>st</sup> year award amount requested \_\_\_\_\_
- b. 2<sup>nd</sup> year award amount requested \_\_\_\_\_
- c. 3<sup>rd</sup> year award amount requested \_\_\_\_\_
- d. Total award request \_\_\_\_\_

8.) How will position and/or program be sustained in the future: (300 words or fewer)

Please note: If awarded, grantee will agree to make quarterly reports on one-year grant. If a report is not submitted at the end of each quarter, disbursement of future funds will be delayed. If multi-year grant is awarded, grantee will commit to making a yearly report. Funding for second or third years of a multi-year grant will not be disbursed if report for the previous year has not been submitted. You must use the diocesan reporting form provided for all reports. Failure to report may cause current funding to be discontinued or place new requests in jeopardy. Application and reporting forms can be found on diocesan website under "Resource" tab.

## PROPOSED BUDGET- Part 3

\*(Budget is for one fiscal year)

### Expenses:

Salary and benefits \$ \_\_\_\_\_

Other Programing Costs (Please as specific as possible) \$ \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Total \$ \_\_\_\_\_

### Revenues:

Parish Contribution: \$ \_\_\_\_\_

Other Grants/ Gifts/Fees

- |    |       |          |
|----|-------|----------|
| 1. | _____ | \$ _____ |
| 2. | _____ | \$ _____ |
| 3. | _____ | _____    |
| 4. | _____ | \$ _____ |

Good Works Religious Education Award: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Please list the expense(s) to which the proposed grant funds will apply during **one fiscal year**.

Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
		<b>*Total</b>	_____

**\*Total should be the same as #6 for a one-year grant or line #7a for one year of a three-year grant.**