

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT 2016
APPLICATION FOR LOCAL FUNDING**

Application to be Postmarked by October 1, 2016

Please include one original of everything requested.

Please limit responses to the space available on the application except where indicated

PRELIMINARY INFORMATION

I. Organization: _____

Project: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Project Contact: _____

Email: _____

II. A. Brief synopsis of the project:

B. The chief outcome of this project will be:

C. Attach a separate sheet, maximum one page, containing a brief description of the Organization submitting the proposal, including its purpose or mission, past successes, immediate and long-range goals.

III. A. Amount of Funds Requested from CCHD: (Should be \$5,000 - \$10,000): _____

Total Budget for the Project: _____

Total Budget for the Organization: _____

B. Specifically, how do you plan to use CCHD Grant Funds?

C. Tell us why CCHD funds are critical to the success of this project. What adaptations will you make if you do not receive the full amount requested?

D. Has this specific project received previous CCHD funding? ___ Yes No ___

If Yes: Year Amount Local National

IV. A. Is the application organization incorporated? ___ Yes ___ No

Non-profit? ___ Yes ___ No

Tax Exempt? ___ Yes ___ No

501C 3? ___ Yes ___ No

If any answer is "NO," indicate when non-profit status will be obtained and mailed to the office address on the cover page: _____

1. A) Briefly describe the project and include: 1) how the need for the project was identified and 2) how the project will address this need.

B) Does the project address a root cause of poverty? Explain briefly.

2. Define the target audience and how it will benefit from this project.

3. Describe how the project will promote institutional change or how it will create jobs. If the former, describe what the change will be and how the project will help bring it about. If the latter, will it promote management and/or ownership roles for low-income people?

4. Meeting Objectives

List the chief measurable objectives (what you hope to accomplish, in measurable terms) for the project during the time of the CCHD grant, along with steps to be taken to accomplish each and a timetable for accomplishing these steps. It is not required that you have three objectives. One or two may be sufficient, depending on your project and the scope of the objective(s). (See the appendix for an example). **You will restate these objectives and steps in your mid-year and year-end reports.**

Objective 1:

Steps to be taken

Timetable i.e., when this step will take place

Objective 2:

Steps to be taken

Timetable i.e., when this step will take place

Objective 3:

Steps to be taken

Timetable i.e., when this step will take place

5. How are the members of the poverty group who are being helped by the project involved in

the planning, implementing, and policy-making of this project?

6. At least 50% of the Board members or Project Board should fall within “very low income” guidelines (See Page 9 for definitions). If this is not the case, please briefly state why here.

Also, attach a separate 1-2 page narrative that answers the questions in item 6 of the “Instructions for Competing the Application” document to explain what steps are being taken to satisfy this CCHD criterion. Otherwise, leave blank.

7. What special attributes do the board, staff, and membership possess that will ensure achievement of the objectives?

8. a) How will you measure the effectiveness/success of this project?

b) If this is a repeat project, identify success from previous year. Please provide tangible and quantifiable examples.

B. ORGANIZATION DESCRIPTION

1. In order to measure the amount of low-income participation in your project, please identify individuals whose income is 50% of the area's median income. The guidelines for applicants within the 6-county, Youngstown diocese are based on the HUD's income limits for FY 2015 for the Youngstown-Warren-Boardman, OH HUD Metro Fair Market Rent Area (the highest limits within the Diocese). Fifty percent median income for...
Single household: \$19,500.

Complete the chart below in full using these guidelines as a low-income indicator.

Another indicator may be used instead. If using an indicator other than the U.S. Census Bureau's, describe the indicator and explain why it was selected:

Indicator used: _____

Representation	Total #	Number Very Low-Income	Asia/Pacific Island	Black	White	Hispanic	Native American	Other
Board of Directors from applicant organization								
*Members of applicant organization								
Policy-making board for <u>this project</u> , if different from above								
Project Staff								
Total # of persons								

benefiting <u>directly</u> from this project. Identify in general who this population is								
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*For organizations with members (e.g., associations, coalitions, and community organizing groups)

2. PROFILE OF PROJECT'S POLICY-MAKING BOARD

Please list members of the project Policy-making Board. Duplicate if necessary. Check whether this is: ___ your overall organizational board, or ___ a separate project board?

Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No	Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No
Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No	Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No
Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No	Name: Address: City/State/Zip: Occupation: Term of Office: Very Low Income Yes or No
Name: Address: City/State/Zip: Term of Office:	Name: Address: City/State/Zip: Term of Office:

Very Low Income Yes or No	Very Low Income Yes or No
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Occupation:	Occupation:
Term of Office:	Term of Office:
Very Low Income Yes or No	Very Low Income Yes or No

If the Board Profile that you have provided is a project board instead of your overall organizational board, then please explain what kind of status this board has in your organization. Does it report to the organizational board, for instance? How often do they meet?

C. PROJECT BUDGET

1. Income

Provide your project income. Round off all amounts to the nearest dollar. In the second column, please identify amounts that have been confirmed from other sources. The amount budgeted for CCHD grants should equal the amount you are requesting on page one of the application. This same format will be used for your mid-year and final report.

Revenue Sources	Projected Budget	Amount confirmed to date
CCHD Grants (Local)		
Government Grants (Federal)		
Other Grants (Corporate, churches, etc.)		
Grassroots Fundraising		
Other		
Business		
United Way		
Memberships/Dues		
Foundations/Trusts		
Individuals		
Other, Misc.		
Total Project Revenue		

2. Expenses

Please detail your budgeted project expenses for the period July 1, 2016- June 30, 2017. Please round to the nearest dollar. In column A, indicate use of CCHD funds. In column B, identify expenses not covered by CCHD funds. Your Total Expenses C = A+B. This same format will be used for your mid-year and final report. The total for your CCHD expenses should equal the total projected revenue from CCHD as well as the amount requested on page one of the application.

Expenses	CCHD Expenses A	Other Cash Expenses B	Total (A+B) Expenses C
Personnel- Salaries/Taxes			
<i>1. Director</i>			
<i>2. Organizers</i>			
<i>3. Support staff</i>			
Benefits			
Office Expenses			
<i>Supplies</i>			
<i>Equipment costs/repair</i>			
<i>Rentals</i>			
<i>Printing</i>			
<i>Postage</i>			
<i>Telephone</i>			
Travel Expenses			
Rent or Mortgage			
Consultants/Contractors			
Training/Professional Development			
Program Expenses (itemize)			

Total Expenses			

Basic Principles of Diocese of Youngstown Catholic Campaign for Human Development Local Funding

CCHD is a work of the Catholic Church in the United States, and it is the domestic anti-poverty program of the U.S. Catholic Bishops, which works to break the cycle of poverty by helping low-income people participate in decisions that affect their lives, families and communities. By retaining a portion of the CCHD collection which takes place during the Church at Home Combined Collection in June, the Diocese of Youngstown is proud to make available funds to local organizations that fulfill the mission and values of the Campaign.

CCHD draws its directions, policies and practices from Catholic social and moral teaching, prohibits the funding of organizations that violate fundamental Catholic teaching, and seeks in all its work to carry out the following central themes of Catholic social teaching in the following ways:

- **Respect of Human Life and Dignity:** CCHD works to protect and enhance the life and dignity of all from the first moment of conception to the moment of natural death and every moment on the spectrum of life in between, especially focusing on the lives and dignity of those who are poor, vulnerable or suffering economic or other injustice.
- **Priority for the poor:** CCHD practices the Church's priority for the poor, helping low-income and vulnerable people improve their lives and communities by their own actions.
- **Participation:** CCHD works from the bottom up, emphasizing self-help, participation and decision-making by poor people themselves to address their own situation.
- **Subsidiarity:** CCHD focuses on local communities seeking to give voice to those closest to problems of poverty as these communities address economic injustice working with local, state, or national institutions to address the causes of poverty.
- **Solidarity:** CCHD is a sign of solidarity, standing with and for those who are poor, seeking to strengthen communities and helping to build bridges between those who are poor and those who are not.
- **Strengthen Family and Build Community:** CCHD works to support and strengthen the fundamental social institutions of marriage and family and other mediating structures, including parishes, neighborhoods, community organizations, economic development groups and worker and other associations.
- **Pursuing Justice:** CCHD supports self-help efforts to bring about positive institutions changes that address root causes of poverty, carrying out Pope Benedict XVI's teaching that "justice is inseparable from charity, and intrinsic to it. Justice is the primary way of charity..."

and his call to pursue the common good through “the institutional path... of charity.” (Pope Benedict XVI, *Caritas in Veritate*, 6-7).

- **Faithful Stewardship:** CCHD seeks to make effective and faithful use of resources- financial, institutional and human- to advance CCHD’s work in accountable and transparent ways:

The U.S. Conference of Catholic Bishops intends that the CCHD funds be used to overcome poverty, pursue social justice, better social and economic conditions, ease racial and ethnic tensions, and advance the USCCB priorities of protecting the life and dignity of the human person, strengthening marriage and family, and recognizing cultural diversity.

CCHD requires that grantees will not engage in activities in conflict with the central principles of Catholic social teaching as outlined above. The grantee agrees that it will not engage in activities in conflict with fundamental Catholic moral or social teaching. Among other things, the grantee agrees that it will not promote or support abortion, same-sex marriage, euthanasia, racism, discriminatory measures toward immigrants, or use of the death penalty. Prohibited activities include participation in or endorsing initiatives that promote in any way legislation, propositions or ballot initiatives (including voter guides and other written materials) that are contrary to fundamental Catholic moral or social teaching. In addition, the grantee agrees that it will not knowingly participate in any coalition that has as part of its organizational purpose or agenda the promotion of actions that violate this teaching.

It is recognized that social change often includes the element of conflict with those in power or important decision-makers. However, conflict must take place in an atmosphere of non-violence and respect for human persons.

The grantee also agrees that it will not engage in prohibited political campaign intervention on behalf of or opposition to any candidate for political office within the meaning of section 501 c3 of the Code.

For consideration for funding by the Diocese of Youngstown, along with a completed application form, the director of the organization is requested, through his/her signature below, to indicate the intention of the organization to adhere to these principles.

Signed: _____

Project: _____

Organization: _____

Date: _____

Appendix to Local Grant Application

Sample Outcome and Objective

(The following is a reasonable sample of what outcomes and objectives should look like. In the examples given, more steps might be needed for each objective. Note that the **objectives are specific ways of moving toward the outcome**).

Outcome: Exampleville City Council will invest more dollars in reentry programs for individuals returning from prison and seeking to become productive members of the community once again.

Objective 1: We will organize fifty citizens to meet with City Councilpersons to make a case for improved reentry services.

Steps	Timetable
1. Staff will meet with low-income church and community groups to identify individuals and families who are directly impacted by lack of reentry services.	Oct.- Nov. 2016
2. Three meetings will be held for 50 recruited members, including 10 ex-offenders, to ascertain their specific concerns.	Nov. -Dec. 2016
3. Research will be collected on dollars spent for reentry in other communities, effectiveness of those programs, and evidence of reduced recidivism as a result.	Dec. 2016
4. Trainings will be held for members on advocacy, including how to share their experiences and stories effectively.	Jan.- Feb. 2017
5. Members will meet with at least 5 City Councilpersons to urge their support.	Feb. – March 2017

Objective 2: We will obtain commitments from Councilpersons and Administration officials to visit successful reentry programs in Exampleville.

Steps	Timetable
1. Members and staff will organize visits for Councilpersons and Community Development Dept. officials to 4 agencies that work with ex-offenders	March- April 2017
2. We will obtain commitments from city officials to follow up by identifying sources of funding through the city budget, private sources, and state and federal grants.	April 2017

Objective 3: The issue will be considered at a public Council meeting.

Steps	Timetable
1. Members will work with Councilpersons to have the issue discussed for the annual budget process in June.	April- May 2017
2. Members will obtain the support of 10 other church, community organizations, and businesses for advocacy on the measure.	May- June 2017
3. Members will receive 2 trainings on public communication strategies to win greater public support for this issue.	May- June 2017
4. Evaluation meetings will be conducted to measure the effectiveness of our efforts or to develop additional approaches if next steps are needed.	July 2017

(Your January and June reports will detail the carrying out of your objectives)