



Catholic Campaign for Human Development
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2019 Local Community Grant – Criteria, Guidelines, and Instructions

Diocese of Cleveland, Catholic Campaign for Human Development

Deadline: E-mailed by Friday, March 29, 2019, 4:30 pm

The Catholic Campaign for Human Development (CCHD) Local Community Grant is for 501c3 organizations within the Diocese of Cleveland that are looking to fund projects that support and promote the mission of CCHD. The objective of the Campaign is to fund projects that demonstrate both the intention and the capacity to effectively work toward the elimination of the root causes of poverty and to enact institutional change. CCHD defines institutional change as:

- a. Modification of existing laws and/or policies;
- b. Establishment of participatory and just social structures and/or redistribution of decision-making powers so that people living in poverty are involved in policy-making that affects their lives.

The maximum allocation for the Local Community Grant is \$5,000. Allocation decisions are announced between May and June. The amount awarded to grantees is based on a combination of the organization's need, its fulfillment of CCHD's mission, and compliance with Catholic Church teaching. The grant is a one-time award within the space of 12 months. If your organization is seeking a grant greater than \$5,000, you may apply to the national CCHD office. Applications and information for the National CCHD grants are found at <http://www.usccb.org/about/catholic-campaign-for-human-development/grants/cchd-grant-process-and-timeline.cfm>

Please thoroughly read the following to ensure your organization and the project you wish to be funded fits within the mission and requirements of the Catholic Campaign for Human Development.

CCHD Mission

The Catholic Campaign for Human Development (CCHD) has a longstanding tradition of supporting projects that eradicate poverty. The United States Council of Catholic Bishops established CCHD in 1970 in response to the "evident need for funds designated to be used for organized groups of white and minority poor to develop economic strength and political power in their own communities" (Initial CCHD Resolution). CCHD perpetuates this tradition today grounded in the spirit of Jesus Christ to "bring good news to the poor, liberty to captives, new sight to the blind, and to set the downtrodden free" (Luke 4:18).

Funding is given to organizations that effect systemic change and give to those who are poor the tools, education, and freedom necessary to get out of their oppressive circumstances. Organizations are required to empower poor and vulnerable persons by including them in the decision-making processes of the project. Those struggling with poverty must be empowered to be a voice for their own cause and stand up to enact change on a structural level.

Each year CCHD has a national collection to support local and national grants, and the generous contributions of parishioners throughout the United States make these grants possible. After the collection, a portion of the donations remain in the Diocese of Cleveland to fund the local CCHD grants.

Criteria

1. The project must benefit those in poverty. At least 50 percent of the beneficiaries must be considered low-income.
2. People experiencing poverty must have a dominant voice in the project. At least 50% of those who plan, implement, and make policy must be persons who are involuntarily poor. (VISTA volunteers, JVC volunteers, Catholic Worker community members, students, and so on are considered to be voluntarily poor.) Projects that do not meet this criterion must explain: the reasons why those in poverty do not have a dominant role in the planning, implementing, and policy-making of the project; how those living in poverty were involved in determining the need for the project; what the timeline and plan is for empowering the poor to assume leadership and control of the project.
3. An organization that has been awarded a national CCHD grant is not eligible to receive a local CCHD grant during the same funding period.
4. Funds will not be granted to organizations that would use CCHD money for re-granting, funding other organizations, or for membership fees to other organizations.
5. CCHD is rooted in Catholic Social Teaching and the words of Jesus Christ and cannot fund organizations that engage in activities that contradict the Church's fundamental teachings. These activities include but are not limited to:
 - a. The promotion and support of: contraception, homosexual marriage, abortion, euthanasia, racism, the death penalty, war, and torture.
 - b. Participation in or endorsement of ballot initiatives, including voter guides and other written materials that contradict fundamental Church teaching.
 - c. Participation in coalitions that have agendas or actions that contradict fundamental Church teaching.
6. CCHD funds will not be granted to a project that is sponsored or promoted by an organization whose principles are contrary to Catholic teaching – even if the project itself is in accord with Catholic teaching. The organization *and* project must conform to the teachings of the Catholic Church.
7. Applicants not affiliated with the Church will be asked to provide an officially authorized statement from their board of directors or governing body that clarifies the organization's public position on issues that contradict fundamental Catholic teaching.
8. CCHD cannot fund groups that engage in political campaign interventions on behalf of or in opposition to any political candidate according to the tax law for 501c3 non-profit organizations. Grantees may engage in genuinely non-partisan voter registration as well as education and advocacy on a particular political issue; however, they may not endorse a specific political candidate or party.

Projects not Accepted

The following general classifications do not meet the criteria and/or guidelines of the Local Community Grant:

1. Direct service projects ie: recreation programs, community centers, scholarships, subsidies, counseling programs, emergency shelters, refugee resettlement programs, etc.

Guidelines

1. CCHD encourages the active participation and involvement of Catholic parishes, institutions, clergy, and individuals in the mission and work of CCHD funded groups. Please note that Catholic involvement in your organization's efforts is NOT a requirement for funding. However, collaboration with the Catholic Church is a positive for organizations requesting grants, because it advances the mission of CCHD.
2. Positive consideration will be given to projects that directly benefit a relatively large number of people rather than a few individuals.
3. Positive consideration will be given to projects that cultivate cooperation among diverse groups in the interest of creating a more integrated, compassionate, and understanding society.
4. Positive consideration will be given to projects which have the potential to become self-supporting or generate income from others sources as a result of CCHD funding.
5. Local grants are generally for specific project support rather than general support of your organization.

Instructions

1. The established CCHD Local Community Grant format must be used, and applicants may only use the space provided.
2. If your group/organization does not have its 501c3 federal tax-exemption, provide a letter from an eligible organization willing to serve as fiscal agent for your project.
3. The project should have a specific name other than the name of the organization.
4. Projects should have clear and specific goals, objectives, and timeframes.
5. Costs for technical assistance and professional help in the grant-writing process cannot be included in the funds requested from CCHD.
6. Grant applicants are requested to submit a one-page narrative summary of the proposed project.
7. The budget summary form requests information on both the agency budget and the proposed CCHD project budget. The agency budget may be provided as an attachment, but it is important to explain in detail exactly how the CCHD grant money will be spent. A budget summary form is available with this application to facilitate this process. [Click here](#) to access the budget form.
8. Other information required is included in the "Protocol for the Review of Grant Applicants," Section III: Applicant Requirements (see page 4 of this application.)
9. **Do not include the "Local Community Grant - Criteria, Guidelines, and Instructions" pages when submitting your application.**
10. Organizations may not apply for more than one local CCHD grant; i.e.: An organization may not apply for a local community grant *and* a local youth grant.
11. Please submit grant application by **Friday, March 29, 2019 by 4:30 pm via e-mail** to the CCHD Diocesan Director, Ann Clark: amclark@ccdogle.org.

PROTOCOL FOR THE REVIEW OF GRANT APPLICANTS OF THE DIOCESE OF CLEVELAND
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT

To review the Protocol in its entirety, [click here.](#)

Please read the following “Protocol for the Review of Grant Applicants” and provide the information required under Section III: *Applicant Requirements*

PROTOCOL FOR REVIEWING GRANT APPLICANTS FOR CCHD GRANTS

I. Review of Applicant's Directors/Trustees and Officers.

The CCHD Advisory Committee, or any other group or person so designated by the Diocesan Bishop, shall conduct an investigation of all trustees/directors and all officers of any organization applying for a CCHD grant from the Diocese of Cleveland shall be reviewed and researched via all reasonable means to determine if:

- a. Any such trustee, director, or officer has personally espoused or promoted publically any viewpoint that is contrary to the teachings of the Catholic Church.
- b. Any such trustee, director, or officer has any affiliation with any group or organization that directly or indirectly espouses, supports, or finances in any way any position or program that is contrary to the teachings of the Catholic Church.
- c. The investigation shall include at a minimum the following steps:
 - i. An Internet search of each individual trustee, director, and officer.
 - ii. Inclusions of interview questions regarding the existence of any affiliations referenced in section I(b), above.

II. Review of Applicant's Organization Affiliations.

The CCHD Advisory Committee, or any other group or person so designated by the Diocesan Bishop, shall conduct an investigation of all applicant organizations to determine the following:

- a. If any applicant organization directly or indirectly espouses, supports, finances, or otherwise promotes in any way any position or program that is contrary to the teachings of the Catholic Church, whether in practice or in philosophy; or
- b. If any applicant organization is affiliated, directly or indirectly, with any organization that espouses, supports, finances, or otherwise promotes in any way any position or program that is contrary to the teachings of the Catholic Church.

The investigation shall include the following steps:

- c. An Internet search of the organization.
- d. A review of an applicant organization's IRS Form 990.
- e. A review of the applicant organizations funding sources.
- f. A review of the applicant's audit reports from anytime within the past 5 years, if applicant has in fact been audited.

III. Applicant Requirements.

Beginning with on the effective date of these norms, all organizations that apply to receive CCHD grants shall include with their application the following things:

- a. The organization's IRS Form 990 from the past 5 years.

- b. An affidavit, signed by an officer, testifying as to how the organization's money is spent and allocated.
- c. A copy of the organization's most recent audit.

IV. Composition of the CCHD Advisory Board.

The members of the CCHD Advisory Board shall be composed of individuals representing as broad range of competence and viewpoints as possible. Given the current prominence of issues pertaining to the sacredness of human life, the CCHD Advisory Board shall include at least one representative from the Diocese of Cleveland Pro-Life Office and one representative from a non-diocesan pro-life organization. It shall also include a priest chosen by the Bishop or his designee.

V. List of Organizations.

In order to assist the CCHD Advisory Committee and the Bishop in their consideration of any applicant, a list of organizations shall be maintained that lists the names of any organization, whether or not such organizations is or has been an applicant for any CCHD grant, that is found to espouse, support, finance, or otherwise promote in any way any position or program that is contrary to the teachings of the Catholic Church, whether in practice or in philosophy. The list shall also briefly summarize the reason or reasons for each organization's inclusion in the list. Any affiliation by any applicant organization with any organization on this list shall be noted and brought to the attention of the Diocesan Bishop along with all details of such affiliation pursuant to Section VI of these norms, below.

IV. Consideration of Potential Issues Pertaining to Church Teachings.

After the CCHD Advisory Committee has conducted its review of the applicants, including all of the investigative steps required by these norms, the Committee shall prepare a report to the Bishop containing the Committee's recommendations regarding the applicants. The Committee's report shall contain any and all findings of the Committee resulting from the examinations required by these norms. The Diocesan Bishop shall then determine whether any of the findings of the Committee regarding any applicant and matters of Church teaching are sufficient to disqualify the applicant organization from receiving CCHD grant money.

Assigned # (For office use only) _____

2019 Local Community Grant - Application

Diocese of Cleveland, Catholic Campaign for Human Development

Deadline: E-mailed by Friday, March 29, 2019, 4:30 pm

Date of Application: _____

Organizational Information

Name of organization or parish cluster:		
Address:		
City:	State:	Zip:
Phone:	E-mail:	
Website:		
Is organization a 501(c)(3)? Yes/No		If yes, provide FIN #:
If no, please fill out the following information about your 501(c)(3) tax exempt fiscal agent:		

Fiscal Agent Information *Must also provide letter from fiscal agent organization.*

Legal name of organization:	FIN #:	
Address:		
City:	State:	Zip:
Website:	Phone:	

Organization's Mission Statement

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Project Information

Name of Project Requesting CCHD Funds:	
Project Begins:	Project Ends:
Total Cost of Project:	Amount Requested from CCHD:
Project Website:	

Project Director/Contact Person

Name:	Role in Organization:
Home Phone:	Home e-mail:
Employer:	Job Title:
Work Phone:	Work E-Mail:

1. Concise description of project and how CCHD funds will be used (250 words or less):

2. CCHD defines institutional change as: a.) Modification of existing laws and/or policies; b.) Establishment of participatory and just social structures and/or redistribution of decision-making powers so that people living in poverty are involved in policy-making that affects their lives.

Describe how this project will create institutional change.

3. CCHD practices the Church's priority for the poor, helping low-income and vulnerable people improve their lives and communities by their own actions.

What is the project's target population? What percentage is experiencing poverty? How are they affected by poverty, unjust social structures, and alienation?

4. Describe the project goals, methods, and timing:

Goals	Methods	Timing

5. Explain how the low-income beneficiaries of the project will participate in developing the project's goals and objectives.

6. *The low-income/marginalized beneficiaries and leaders must be empowered to be responsible for the planning, policy-making, and implementation of the project.*

Explain the duties of the leaders taking responsibility for this project on the governing/executive board; identify the members who are low-income or culturally disadvantaged.

Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		
Name:	Role:	Low-income? Yes/No
Phone:	E-mail:	
Address:		

7. *50% of the governing body of the organization must be low-income and come from the groups that are empowered by the proposed project.*

If this is not the case, please state why and what steps are being taken to accomplish this goal.

8. *Building Community: 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.*

Is this project being coordinated with other organizations? How and with what organizations?

9. If needed, what is the source of technical assistance for your organization?

10. *The CCHD National Collection is the source of funding for local grants in the Diocese of Cleveland.*

How will your organization promote the CCHD National Collection? Who involved in your project would be willing to speak at parishes in your area about CCHD?

Narrative Summary: Agency Mission, Purpose, & Brief Project Description

Describe your project in more detail and list the steps that will be taken in implementing it. Explain how this project will work for institutional change.

(Not to go beyond this page)

Financial Planning Summary

For this portion, you may provide attachments.

Income/Revenue

Include annual income for both the organization and the project. Income sources may include funds from: Catholic Campaign for Human Development, foundations, public and private funds, government, private donations, fees, membership dues, fundraising efforts, in-kind costs, etc.

Project Expenditures

List the annual expenditures of the project including salaries, benefits, professional services, rental and building maintenance, telephone and fax services, postage, supplies, equipment, travel, etc.

[Click here](#) for the Proposed Budget Form. Complete the budget form and include it with the completed application.

Name of Pastor/ Organization’s Executive Director:

Signature of Pastor/ Organization’s Executive Director:
