

Catholic Campaign for Human Development
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2020 Local Youth and Young Adult Grant - Criteria, Guidelines, and Instructions

Diocese of Cleveland, Catholic Campaign for Human Development

Deadline: E-mailed by Tuesday, March 31, 2020, 4:30 pm

“You too, dear young people, can be joyful witnesses of His love, courageous witnesses of His Gospel, carrying to this world a ray of His light. The measure of the greatness of a society is found in the way it treats those most in need, those who have nothing apart from their poverty! Be the first to seek to bring good, do not grow accustomed to evil, but defeat it.” –Pope Francis at World Youth Day 2013, Rio de Janeiro, Brazil

The Catholic Campaign for Human Development (CCHD) office in the Diocese of Cleveland wishes to encourage and promote youth and young adult involvement in social justice and systemic change initiatives. The Local Youth Grant is for youth/young adult 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 give grants to 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.

The maximum allocation for the Local Youth Grant is \$1,000. 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 the national CCHD criteria that funding must go to projects and groups that adhere to Catholic Church teaching. The grant is a one-time award within the space of 12 months.

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. Those who are poor are given the tools, education, and freedom necessary to get out of their oppressive circumstances. Organizations are encouraged 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 to this collection make these grants possible. After the collection, a portion of the donations remain in the Diocese of Cleveland to fund the local CCHD grants.

Projects that Can be Funded

Youth and young adult leadership of and/or involvement with:

- Groups dedicated to learning how people can work in solidarity to advance the common good
- Educational forums on Catholic Social Teaching and/or social justice issues in the United States, i.e.: death penalty, immigration reform, racism, poverty
- Interfaith collaboration on social justice initiatives
- Projects that seek systemic change and government policy analysis endeavors
- Non-partisan voter education and voter registration efforts
- Organizing parish social justice groups
- Education about fair trade; sell fair trade items at parish or school
- Artistic or dramatic social justice endeavors that engage and benefit the poor
- Innovative initiatives and advocacy efforts that would benefit the poor locally, nationally and internationally
- Educational awareness campaigns to promote the Catholic Campaign for Human Development

Projects that Cannot be Funded

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

1. Direct service projects, i.e.: recreation programs, community centers, scholarships, subsidies, counseling programs, emergency shelters, refugee resettlement programs, etc.
2. Projects controlled by government or educational bodies

Instructions

1. The established CCHD Local Youth & Young Adult 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 3 of this application.)
9. **Do not include the "Local Youth 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 **Tuesday, March 31, 2020 by 4:30 pm via e-mail** to the CCHD Diocesan Director, Jon Gromek, jsgromek@ccdocle.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) _____

2020 Local Youth and Young Adult Grant - Application

Diocese of Cleveland, Catholic Campaign for Human Development

Deadline: E-mailed by Tuesday, March 31, 2020, 4:30 pm

Date of Application: _____

Organizational/Project Information

Name of School/Parish/Organization:		
Address:	City:	Zip:
Name of Project Requesting CCHD Funds:		
Project Begins:	Project Ends:	
Total Cost of Project:	Amount Requested from CCHD:	
Project Contact:	Contact's Role in Project:	
Contact Phone:	Contact E-mail:	
Project 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:	

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

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

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

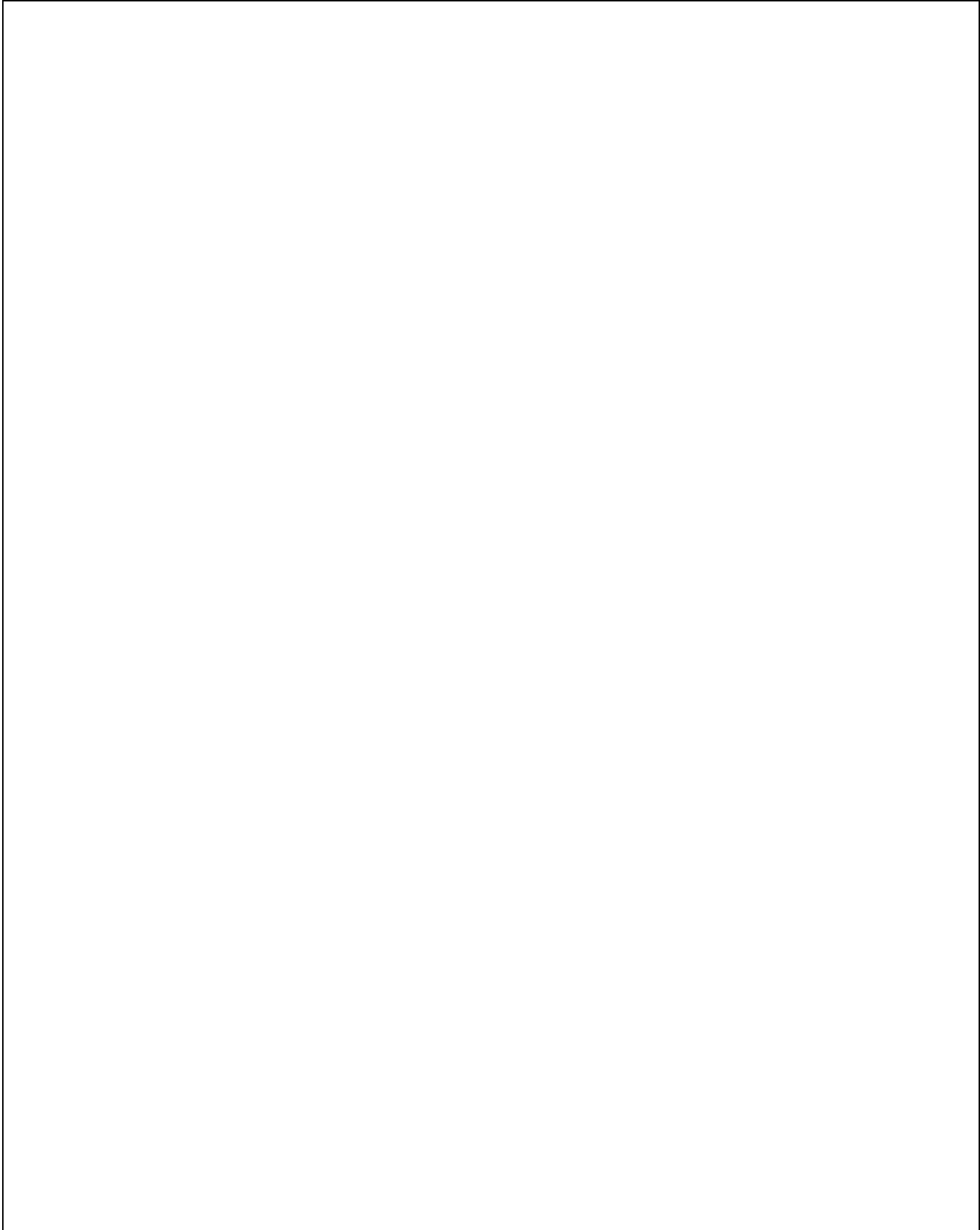
How will your organization promote the CCHD National Collection? Who involved in your project would be willing to speak at parishes in your area about CCHD?

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. *CCHD defines institutional change as: a.) Changing unjust laws and/or policies; b.) Establishing just social structures that empower people living in poverty to be involved in the policy-making that affects their lives.*
- Explain how the poor will benefit from this project. *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.*

(Essay must be typed, Calibri 11 font, double spaced, one inch margins, and is NOT to exceed two pages)



Financial Planning Summary

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:
