

Parish Refurbishment and Repair Endowment Disbursement and Reporting Policy

Background

The Grant Committee of the Catholic Foundation requested the Diocesan Building Committee be the body responsible for the disbursement of funds from the Parish Refurbishment and Repair Endowment. Further, the Grant Committee requested the Building Committee establish the policies and procedures for these disbursements. The Diocesan Building Committee met to discuss this matter and to establish goals and priorities for this effort.

Although the amount of funds that may be available from the Foundation is not substantial, the need far exceeds the available funds and thus policies and procedures to be established for the disbursement of these funds should be focused on the key issues of life, health and safety of the parishioners and their facilities. With this in mind, the Diocesan Building Committee agreed to the following goals for the funds:

Funding Goals

1. Fund projects that decrease the liability of exposure to the Diocese and parishes for building issues and potential violations of code
2. Focus on the health and safety of the parish communities
3. Focus on the greatest benefit by establishing ways to leverage the funds for the greatest good
4. Provide a Needs Based prioritization for the disbursement of the funds

Criteria for Distribution of Funds

1. Establish a needs assessment for each of the parishes for life, health and safety concerns through the on-going inspections of each of the parishes by the Inspector for the Diocese or through a specific request by a parish to determine need.
2. Review the financial status of each of the parishes against the life, health and safety repairs that are needed to bring a parish into compliance with Diocese inspections
3. Review the history of facilities projects and repairs for appropriate process approvals, quality workmanship and strong stewardship of Diocese property as well as a focused effort to prioritize life, health and safety repairs to the parish facilities vs. non-essential projects.

Types of Disbursements

1. **Grants:** Funds that are given to parishes found to have the greatest financial need and for specific project(s) that are related to life, health and safety and which have been approved through the established policies and procedures of the Diocesan Building Committee. An inspection of the parish facilities by Diocese Inspector must agree with the stated need and the proposed cost of the project. These funds will be given as a direct payment to the contractor responsible for the approved repairs and do not need to be reimbursed to the Diocese. Grants may be given to a maximum amount of \$10,000 dollars per parish. Grant funds may not exceed 60 % of the amount available at any time in the fund.
2. **Matching Grants:** Funds that are matched dollar to dollar by the contribution of a parish for the specific project(s) that are related to life, health and safety and which have been approved through the established policies and procedures of the Diocesan Building Committee. These funds are available for matching up to \$10,000 per parish. The parish matching funds must be submitted to the Dioceses to receive the match. The combined funds will be given as a direct

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payment to the contractor responsible for the approved repairs and do not need to be reimbursed to the Diocese. Matching funds may not exceed more than 40% of the amount available at any time in the fund.

3. **Emergency Funds:** Upon the discovery of an emergency situation or act of God that immediately affects the life, health and safety of the parish community the Diocese Building Committee reserves the right to take immediate action to correct the issue to the greatest degree possible and to the level of quality necessary to meet current codes, ordinance and regulations. Depending on the financial capacity of the parish, the Diocese Building Committee will determine the amount of emergency funds that will be made available to the parish subject to availability from the Foundation. In no case shall a parish plan for or execute other projects or repairs until life, health and safety issues have been resolved to the satisfaction of the Diocese Inspector.

Approval Guidelines

In determining approval and allocation of the funds the Building Committee will rank requests by assigning scores based on need and on financial condition of the parish or school. Need will comprise 70% of the score and financial condition 30% of the score. Need will be ranked first by life and safety issues, then weather caused damage, then lighting, audio and general building and grounds wear and tear. Financial condition will be ranked by the CFO of Diocese using size, financial income and expense, history of financial condition and other relevant factors.

Investment of Funds

All funds received from the Foundation will be set aside in a separately identified account by the Diocese and only be used for the purposes as stated above.

Communication/Promulgation

The Diocesan Building Committee will publish these policies and procedures for the granting and disbursement of funds received from the Catholic Foundation in the Diocesan Website and other Diocesan media. The Committee will also publish the report to be issued to the Foundation which shows the amount of funds received, amount disbursed and to whom and the amounts still available for disbursement.

Reporting

Each calendar year, on or before the 30th of November the Chairman of the Diocesan Building Committee will submit a written report to the Catholic Foundation that will show any beginning balance in the funds received from the Foundation, all receipts in the current year, all disbursements according to type and by recipient and the balance in the funds at the end of the reporting period. The balance in the funds will be certified by the CFO of the Diocese.

GRANT APPLICATION
REFURBISHMENT AND REPAIR FUNDS AWARDED BY THE DIOCESAN BUILDING COMMITTEE
FUNDS PROVIDED BY THE CATHOLIC COMMUNITY FOUNDATION OF SANTA CLARA COUNTY

Project Title: _____

Parish / School Name: _____

Project Location: _____

Project Contact Person: _____ Phone: _____

Email: _____

Amount Requested: _____ Projected Total Cost _____

Work must be completed October 5, 2018

Describe Project (include comment if there is a life, safety issue being addressed by this project).

Project Start Date: _____

Expected Results (what happens if the project is done or if it is NOT done).

Required Documents:

- This application
- Current Financial Statement – Balance sheet and P&L (less than 60 days old)
- Design material, photos, quotations, and other material that is project specific
- Detailed project cost with all hard and soft costs (including permit, architect and engineering costs).

Application prepared by: _____ Date of this application: _____

All Grant Applications must be received by March 06, 2018 for consideration at the March meeting of the Diocesan Building Committee. Grants will be made once per year and are dependent on funding from the Catholic Community Foundation of Santa Clara County. At the request of the Catholic Community Foundation please do not contact or submit the Refurbishment and Repair grant applications to the Catholic Community Foundation of Santa Clara County. Questions can be directed to [Ian Abell](mailto:labell@dsj.org) at: labell@dsj.org or (408) 983-0223.