



DIOCESE OF  
SAN JOSE



## CRS RICE BOWL OVERVIEW

### Application Guidelines

1. Deadline to submit completed application is June 1 at 5:00pm. Late applications will not be accepted. Incomplete applications, or applications submitted in parts, will not be accepted.
2. Email completed applications to Crystal Catalan at [crystal.catalan@dsj.org](mailto:crystal.catalan@dsj.org)
3. **Signature required** by the superior of the organization requesting a grant. Parishes will require signature from the pastor; schools will require signature from the principal.
4. The local CRS Rice Bowl committee will consider grants between \$250-\$2,500. The amount of the funds granted is determined by factors such as organizational goals and objectives, number of clients served, and current sources and availability of funds.
5. All grant applications will be reviewed by a grant allocation committee and approved by the Bishop of San Jose or his designate.
6. Grants are made on an annual basis and do not imply subsequent years' funding.

### Innovation and Sustainability

1. Grants will be awarded **only to parish or school-based programs**
2. Preference will be given to new and innovative programs that demonstrate long-term, sustainable solutions to hunger with specific, tangible goals, measurable outcomes, and a specific time frame and which lead to self-sufficiency. Examples might be development of organic gardens that send produce to local pantries, school art projects to increase hunger awareness, and education on healthy eating on a limited income, etc.
3. Grants are not given for such things as salaries, equipment, appliances, etc.
4. Grants for existing programs must demonstrate an expansion in current programming or a significant crisis which would prevent them from continuing operations.

### Engagement with CRS Faith Formation and Solidarity programs

1. *CRS Rice Bowl Program*: The applicant's parish and/or school must have exhibited some level of engagement with the CRS Rice Bowl program in the year prior to applying. Types of engagement include:
  - a. Ordering and distributing Rice Bowls and/or Faith Formation materials.
  - b. Engaging the community (classes, prayer groups, catechetical ministries, youth, etc.) in the Faith Formation and solidarity-building aspects of the Rice Bowl program through prayers, bulletin or newsletter information, public displays, inviting a Global Fellow to speak, etc.
  - c. Collecting Rice Bowl donations and sending them to the diocese in a timely manner.
  - d. Increasing donations from year to year.
  - e. Finding new ways to engage the community (prayer groups, soup suppers, guest speakers, CRS videos, etc.) to grow solidarity, spread awareness of CRS's work, and/or increase Rice Bowl donations over time.
  - f. Selection, attendance and training of a Parish Ambassador.

## **Communication and Reporting**

1. *Quality of Reporting*: Organizations currently receiving funding who wish to apply for the next application period must submit an interim report by May 15 (on their current grant) to be considered for funding.
  - Was the interim report submitted on time?
  - Is the interim report adequately detailed and include transparent accounting of the funds received?
2. The grant year period is October 1 – September 30. All grant recipients will submit a final report with a financial statement no later than September 30, 2020.
3. Award checks will be payable to schools and/or parishes only and designated for the use of the program. For the purpose of state law, these funds must be used as intended and any unused funds must be returned. ALL RECEIPTS MUST BE KEPT and photocopies of receipts are to be kept in an electronic shareable folder viewable for the Director of Life, Justice, and Peace, and the CRS Rice Bowl Supervisor.
4. Grant recipients must submit all requested reports on time and be consistent with communication and updates after each time grant funds are utilized. Acceptable updates include, but are not limited to pictures, social media posts, stories from the field, news articles, etc.
5. Grant awardees are to complete an Interim Grant Report due on May 15 and a Final Report Form due on September 30 next year.