



DIOCESE OF  
SAN JOSE

## CRS RICE BOWL



### GRANT CRITERIA AND GUIDELINES

2023 - 2024

#### GRANT GUIDELINES

1. The deadline for grant applications is **July 14, 2023**. Late applications will not be accepted.
2. The grant application form must be completed in full and may be filled out and emailed or mailed via USPS. Please email completed applications to **Mary at [evangelization@dsj.org](mailto:evangelization@dsj.org)** or mail the application to *Department for Evangelization, Diocese of San Jose, 1150 North First Street, Suite 100, San Jose, CA 95112 Attention: Office of Life Justice and Peace.*
3. Applications ***require a signature by the pastor or principal of the parish or school*** making the application, indicating their approval of the application.
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** addressing hunger and/or poverty alleviation in the County of Santa Clara.
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.
  - a. Grants are not given for such things as salaries, equipment, appliances, etc.
3. 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 prayer, bulletin or newsletter information, public marketing, inviting a Global Fellow to speak, etc.
  - c. Collecting Rice Bowl donations and sending them to the diocese in a timely manner.
  - d. Increase in 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. Questions? Contact us.

## 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 July 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 **October 15, 2023**.
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 attached to interim and/or final grant reports.
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.

If you have questions, please email Bill Perry at [sjperrys@comcast.net](mailto:sjperrys@comcast.net).

\* For grant awardees in the current year, you are required to complete a *Progress Report Form* due on July 15, 2023 and a *Final Report Form* due on October 15, 2023