

<p style="text-align: center;">GUIDELINES & CRITERIAS CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT DIOCESE OF SAN JOSE LOCAL ORGANIZING GRANT APPLICATION</p>

Complete Local Organizing Grant Application

NARRATIVE Instructions: Follow the instructions below in preparing the Proposal Narrative. Use letter size white paper (8 1/2" by 11" paper).

Format of Proposal Narrative

Narrative should be no more than 3 double-spaced typewritten pages. 12-point font.

INTRODUCTION (Who are you?)

Briefly state the organization's history and focus/purpose/mission. What have been the organization's most significant accomplishments to date?

□ Attach letters of support, achievement or bulletins.

DESCRIPTION OF PROJECT

Give a brief description of the project for which you are requesting funds: its purpose, major issues and /or needs that will be addressed by this project. (Try to keep this part to one page, please)

- Please specify the specific problems which will be addressed.
- What are the goals and expected outcomes for this grant year?
- Will the project be in Santa Clara County?
- Specify how this project will promote self-determination
- What are the anticipated changes to be achieved by the project?
(Example: Modification of existing laws and /or policies)

PRIOR YEAR FUNDING – Final Report

If you have received a local CCHD grant in the prior year, please submit a one-page final report indicating the status of the project and how the funds have been used.

THE ORGANIZATION STRUCTURE AND MEMBERSHIP – Complete Community and Organization Chart

Describe the decision-making process for the project. In what ways are the people being affected involved in the organization? How is the Board chosen? How are they accountable to the membership? How are leaders trained and recruited for leadership roles in the project?

PROJECT BUDGET – Use the Budget Form Provided

In this narrative, describe your specific self-sufficiency plans (i.e., How will the project continue after CCHD funds have been used?)

COMPOSITION OF THE BOARD (Please use FORM attached. Make copies, if necessary)

TECHNICAL ASSISTANCE

Is your project being in need of technical assistance? What are your plans for obtaining technical assistance?

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FORM A
GUIDELINES & CRITERIA

I. Application for a Local Grant from the Catholic Campaign for Human Development (CCHD) Funds

The Diocese of San Jose Catholic Campaign for Human Development encourages the submission of proposals for local CCHD funds that will aid organizations and groups in self-help efforts. Projects must demonstrate that they benefit the poor, aim for social change, that at least 50 percent of their Board of Directors are low-income individuals, and that their organization is incorporated as a non-profit 501 (c) (3).

II. Source of Funds and Levels of Funding

In November of every year a national collection is held for the CCHD in parishes throughout the United States. One fourth of the collections stay in the diocese and the remaining contributions are pooled and distributed through the national CCHD Office.

Local Grants range from \$1,000 to 5,000

III. Criteria for Local Funding

A. *To be eligible for CCHD funds, a project must satisfy all of the following criteria:*

1. The project must benefit the poor – that is, at least 50 percent of those benefiting from the project must be from the low-income community. The project must also demonstrate the ability and have a plan to develop leaders from that low-income community.
2. The poor must also have a strong role in the self-help project. As a norm, 50% of those involved in the planning and implementation (e.g. those who make the decision, Board of Directors) of the project should be persons who are involuntarily poor (clergy, students, etc. are considered by CCHD to be voluntarily poor).
3. No CCHD monies will be made available to organizations that would utilize the money to fund other organizations.
4. The project of activity for which funding is requested must not be in conflict with the moral teachings of the Church.

5. Funding will not be considered for projects that pay for direct services, such as day care, recreation programs, referral services, refugee resettlement programs, etc.

B. *In addition, CCHD favors the following types of projects in its funding:*

1. Projects which are innovative and demonstrate a change from traditional solutions to poverty by attaching the basic causes of poverty and by effecting institutional change.
2. CCHD defines institutional change as:
 - a. Modification of existing laws and /or policies.
 - b. Establishment of alternative structures and/or redistribution of decision-making powers.
3. Project that promotes public awareness of the need for institutional change.

CCHD's definition of "institution" refers to policies and operational structures of government, corporations, or private agencies which create property keep people poor or impose injustices on poor people. The following examples are frequently interpretations of Institutional change which do not fit CCHD's definition of Institutional change:

- a. advocacy for an individual or many individuals resulting in a more just situation for the individuals but not changing the structure or official policy of the institution.*
- b. changes in attitudes of persons who provide services to poor people but not affecting the government, corporate or agency policies and structures.*
4. Projects which directly benefit a relatively large number of people rather than few individuals.
5. Projects which generate cooperation among and within diverse groups in the interest of a more integrate and mutually understanding society.
6. Projects which document that as a result of CCHD funding there are possibilities of generating funds from other sources or of becoming self-supporting within the timelines established in the proposal.

IV. Allocation and review committee

Funds for local projects are granted by the Bishop of San Jose on the recommendation of the Diocesan CCHD Committee.

V. Grantee Responsibility

A. Fiscal

Funds not used in fulfillment of the contract to the Dioceses of San Jose must be returned.

B. Non-Fiscal

Publicity and publications, etc., must bear the name of the grantor (CCHD).

For further questions, please call Tom Morman – phone: 408-666-0581

Submit to:

Diocese of San Jose by emailing:

micheal.shirley@dsj.org

cc: micheal.carson@dsj.org

cc: tom.r.morman@gmail.com