

## **PRE-APPLICATION CHRISTIAN SHARING FUND**

The Christian Sharing Fund (CSF) operates within limited funding resources and therefore must consider only those projects which meet the criteria and guidelines. Because many inquiries are received from organizations which do not fit the eligibility requirements of the Christian Sharing Fund, a pre-application screening process is the first step of the CSF proposal review.

The Catholic Campaign for Human Development Program Manager will review the pre-application, then contact project representatives to discuss if the project meets CSF criteria and guidelines; a full proposal application will be given for completion.

In the event that project representatives believe that staff has not permitted the project a full application because he or she 1) has misunderstood the facts, 2) is biased against the project, or 3) conducted an inadequate review, an appeal may be made to the Campaign for Human Development Local Board.

### **INSTRUCTIONS**

- 1. Please carefully review the criteria and guidelines.**
- 2. Provide the following information on a cover page:**
  - a. Name of the proposed project.
  - b. Name and address of the organization.
  - c. Name and telephone of contact person.
- 3. Provide written responses to the following questions, no more than two pages in length:**
  - a. Briefly describe your organization's history and purpose.
  - b. Briefly describe your project and its purpose. Is this project currently operating?
  - c. Describe the involvement of low-income people in the project. (see page 2 of CSF criteria and guidelines)
  - d. Explanation of institutional change, as defined by CSF, that will result from the project.
  - e. Cost: a) total project cost; b) amount to be requested from CSF; c) amount of money raised to date for the project, including sources; d) total organizational budget

### **SPECIAL NOTES:**

- A. To be eligible for CSF funds, a project must satisfy all the criteria and guidelines simultaneously. However, due to limited financial resources, eligibility does not guarantee funding.
- B. The two criteria which applicant projects most commonly fail to satisfy are those of institutional change and low-income control.

**Pre-applications are due February 26th at 4:00 p.m.**

# CHRISTIAN SHARING FUND

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## CRITERIA AND GUIDELINES

Projects submitted to the Christian Sharing Fund (CSF) for funding consideration must fulfill the following criteria and guidelines.

### I. INSTITUTIONAL CHANGE

A project applying for funding must demonstrate that it is working for institutional change. Institutional change refers to a permanent restructuring of society, which affects large numbers of people. Specifically, projects funded by CSF empower low-income people to bring about changes in legislation, law, administrative practices and other institutional policies affecting their lives. CSF's definition of "institution" refers to policies and operational structures of government, corporations, or private agencies which create poverty, keep people oppressed, or impose injustices on poor people.

The following examples are frequent interpretations of institutional change, which **DO NOT** fit CSF'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 the 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.
- c. attitudinal or relational changes in the "institution" of the family.

Other examples of projects which **DO NOT** meet the criteria:

- Projects primarily focused on social/human services, e.g. day care centers, recreation programs, community centers, scholarships, subsidies, counseling programs, referral services, cultural enrichment programs, direct clinical services, emergency shelters and other services, refugee resettlement services.
- Research projects, surveys, planning and feasibility studies.
- Projects controlled by government (federal, state, and local), educational or ecclesiastical bodies.
- Individually owned for profit businesses.
- Projects engaged in partisan political activities or projects sponsored by organizations whose major focus is partisan political activities.

## 2. LOW INCOME FOCUS AND CONTROL

**Low Income Focus:** Low-income people should be the primary **beneficiaries** of activities funded by CSF. At least 50% of those benefiting from the project must be from the low-income community.

**Low Income Control:** Low-income people should be the primary members and **decision-makers** of the organization. At least 50% of those who plan, implement, and make policy (e.g. Board of Directors) of a project should be persons who are involuntarily poor. (Clergy, students, VISTA volunteers are considered to be voluntarily poor. Control according to CSF also means the ability to hire and fire, make policy decisions and have ownership over the development and implementation of the project.

For projects which do not presently meet this criterion, applicants must document the following in their proposal. Failure to do so will negatively affect the evaluation of the proposal.

- a. Why members of the poverty group do not have the dominant role in planning, implementing and policy making at the time of application?
- b. How members of the poverty group were involved in determining their need for the project?
- c. What time schedule is planned for the poverty group to assume leadership and control of this project?

## 3. SELF SUFFICIENCY

Projects should be able to demonstrate that they have been able to raise additional funds, and that they have current and future plans for increased support of their project during and after CSF funding. This ability to become self-sufficient is demonstrated by internal and external fund raising. External fund raising refers to money that is received in the form of grants from other foundations of federal, state, local sources. CSF will not fund an individual project for more than three years. A different **project** from the same organization may be submitted. However, preference will be given to organizations and projects who have not received repeated grants in the past.

## OTHER CONSIDERATIONS

Funding will not be considered for projects which can be adequately funded by monies available from the private or public sector. However, proposals which call for “seed money” or “matching money” will be considered. In such cases, applicants must present reasonable assurance that they will be able to obtain additional funds from public, private or internal sources.

The applicant should demonstrate a track record of organizational competency to carry out its goals. CSF will not fund projects whose purpose or activities are in opposition to the established teaching of the Roman Catholic Church.

## **FUNDING POLICIES**

CSF funds projects. A project is eligible for up to three (3) CSF grants. Grants are awarded on an annual basis and there is no guarantee that a project will be subsequently refunded. CSF funds projects which are often separate and distinct activities being carried out under the sponsorship of an organization. In some cases, an organization may request funding from CSF for its general operating expenses. In these cases, the organization then becomes the project.

For an organization to be eligible for a new project, it must demonstrate that the new project endeavors to address activities which are distinctly different than those previously funded by CSF.

It is the policy of the Christian Sharing Fund to allocate funds only to projects of organizations which are incorporated and where the organization has an Internal Revenue Service 501(c)(3) tax exempt designation. If the applicant organization is not incorporated and federally tax exempt, CSF may allow use of a fiscal agent to receive the grant funds and distribute them to the funded group. To qualify, the fiscal agent must be incorporated and must have current 501(c)(3) designation. A fiscal agent does not direct a funded project.

CSF will consider proposals requesting grants no more than \$20,000. Amounts granted may differ from amounts requested. Payments begin July 1 and are released on a quarterly basis after receipt of satisfactory progress reports.

All projects not currently funded by CSF are required to submit a pre-application. The purpose of this pre-application is to determine the funding eligibility. This process is intended to help potential applicants determine whether or not it is advisable to complete the full application. Pre-applications are due in the CSF office by 4:00 p.m. on February 26th.

## **BACKGROUND INFORMATION**

The Christian Sharing Fund (CSF) was established in 1968 by Archbishop Leo C. Byrne in response to the requests of Catholic lay people, priests of the archdiocese, and the people throughout the urban and rural communities of the 12-county archdiocesan area. CSF is an activity of the Office for Social Justice, Archdiocese of Saint Paul and Minneapolis.

Funds for CSF grants come from two sources: the one-fourth local share of the annual parish collection for the Catholic Campaign for Human Development (CCHD) and money contributed by Catholic parishes and individuals. All grant recommendations are made annually by the Catholic Campaign for Human Development Local Board, composed of parish representatives and community representatives. The Archbishop gives final approval for grants.

CSF funds projects within the twelve (12) counties of the archdiocese, which are: Ramsey, Hennepin, Carver, Washington, Dakota, Scott, Rice, LeSueur, Goodhue, Wright, Anoka, and Chisago.

CSF funds projects without regard for the race, sex, color, creed, place of national origin, age, or sexual preference of applicants.

## **CSF PRE-APPLICATION AND FULL APPLICATION TIMELINE**

February 26:	Pre-applications POSTMARKED
March 5:	Pre-applicants notified
March 19:	Deadline for Full Proposals
April:	Site Visits by CSF Board Members
May:	Grant Recommendations
July:	First Half Installment

Note: A project is eligible for up to three (3) years of funding. Grants are awarded on an annual basis and there is no guarantee that a project will be subsequently refunded. A project must satisfy all the criteria and guidelines simultaneously and, due to limited financial resources, eligibility does not guarantee funding.

The Christian Sharing Fund will consider proposals requesting grants of no more than \$20,000. Amounts granted, however, may differ from amounts requested. Payments are released on a twice-yearly basis after receipt of timely and satisfactory progress reports.