



DIOCESE OF WHEELING-CHARLESTON

Grant Application Guidelines for Parishes Funded by the 2022 Catholic Sharing Appeal

Focus areas considered: Greatest needs of the parish

Deadline to apply: December 31, 2022

Qualifications:

- Attended the CSA training on February 2, 2022
- Submitted pastor letter or provided case for support for the second mailing
- Should reach at least 50% of your Catholic Sharing Appeal goal by December 31, 2022

Submit to: Stewardship & Development Office, c/o Krissie Benson

If awarded: a report detailing how the money was used should be submitted to the Stewardship & Development Office by December 31, 2023. This will be a qualification of grants awarded in 2023 if the program renews.

Project Summary – Provide two or three paragraphs summarizing the key points or objectives of the project.

Needs Statement - Clarify the need or problem your project addresses or solves. Explain who will benefit and how they will benefit. If the project is not funded, what are the consequences?

Project Description – Describe the ways in which you will achieve the objectives. What are the key activities? Who will do what? When and how will they do it?

Goals and Objectives and Outcomes - State what you hope to accomplish with the project (goals) and spell out the specific results (objectives) you expect to achieve. Define the goals and state how you will measure whether they are achieved. What methods will you use? Be sure the project outcomes are SMART—specific, measurable, achievable, realistic, and timely. Include a timeline for your project.

Itemized Budget & Amount Requested – What is the total project cost? How much are you requesting? Provide a detailed budget showing expected expenses and income.

Evaluation Plan – Describe how the project will be evaluated. How will you track and measure whether activities are rolling out as planned? How will you know the project is successful?

Sustainability – Please disclose if you have received other funding from other sources or any in-kind contributions. How will the project be funded in the future? Does your project need continuous funds or is it a one-time undertaking? How will you continue to make an impact beyond the period of grant funding?