



DIOCESE OF WHEELING-CHARLESTON

Grant Application Guidelines for Catholic Schools

Funded by the 2022 Catholic Sharing Appeal

Amount available: Each elementary and secondary school within the Diocese of Wheeling-Charleston is eligible for up to \$3,000 (this is an increase of \$1,000 from last year).

Focus areas: Explain how the grant request supports your building level Intentional Growth Plan. Identify and explain the Pillar to which your grant aligns.

Qualifications/Requirements:

- Advancement Plans must have been submitted on time, or approval granted for an extension.
- Proposed budgets must have been submitted on time.
- If awarded, a report detailing how the money was used should be submitted to the Stewardship & Development Office by December 31, 2023.

Deadline to apply: December 31, 2022

Submit to: Krissie Benson by email, kbenson@dwc.org

Project Summary – Provide two-three paragraphs summarizing the key points/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?