



# DIOCESE OF WHEELING-CHARLESTON

## 2023 Catholic Sharing Appeal Grant Application Guidelines for Schools

**Focus areas:** Explain how the grant request supports your building level Intentional Growth Plan. Identify and explain the Pillar to which your grant aligns. New and innovative projects will be given preference. Funding will not be provided for textbooks.

### 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 needs to be submitted to the Stewardship & Development Office by December 31, 2024 to qualify for a grant next year.
- Please include a contact name, email and phone number.

**Funding available:** Each elementary and secondary school within the Diocese of Wheeling-Charleston is eligible to apply for up to \$3,000 per school; the amount awarded will be determined based on the total amount requested and total amount available.

**Deadline to apply:** December 31, 2023

**Submit to:** Email to Krissie Benson in Stewardship & Development Office - [kbenson@dwc.org](mailto:kbenson@dwc.org)

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**Project Summary** – Provide two - three paragraphs summarizing the key points 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. Does your project need continuous funds or is it a one-time undertaking?

**\*Principal Signature Required on the Proposal.**