



## DIOCESE OF WHEELING-CHARLESTON

### 2024 Catholic Sharing Appeal Grant Application Guidelines for Food Pantries as a Ministry of the Parish

**Focus areas considered:** Greatest need for the food pantry.

**Qualifications/Requirements:**

- Food pantry must be a direct ministry of a parish within the Diocese of Wheeling-Charleston.
- If awarded, a report detailing how the money was used needs to be submitted to the Stewardship & Development Office by December 31, 2025 to qualify for a grant next year.
- Contact name, email and phone number must be provided.

**Funding available:** the amount awarded will be determined by the total amount available and total amount of all requests.

**Deadline to apply:** October 31, 2024

**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 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 if 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?

**\*Pastor or Administrator Signature Required on the Proposal.**