



2026 Catholic Sharing Appeal Grant Application Guidelines for Parishes

To Be Eligible, applicants must:

- Be a food pantry that is a direct ministry of a parish or mission within the Diocese of Wheeling-Charleston.
- (Supporting parish/mission) Have submitted a letter or case for support for the second CSA mailing.
- (Supporting parish/mission) Have reached at least 50% of their 2026 CSA goal by the application deadline.
- Submit any required final report from a previous grant award to remain eligible.

Funding

Award amounts depend on funds available, and the number of requests received. Most grants are under \$10,000. Applicants are encouraged to request only the amount necessary to successfully complete the project.

Deadline

Applications are due October 31, 2026. Awards will be announced in December 2026.

Submission Instructions

- Submit completed applications on **parish letterhead**.
- Save it as a **single PDF**.
- Provide preparers' name, email address and phone number.
- Obtain pastor/administrator signature.
- Email to: Krissie Benson at kbenson@dwc.org. No need to mail a hard copy.

Application Components

- 1. Project Summary** - Provide 2–3 concise paragraphs summarizing the project, its purpose, and expected impact.
- 2. Needs Statement** - Clearly describe the need or problem your project addresses. Who will benefit? How will they benefit? What are the consequences if the project is not funded?
- 3. Project Description** - Describe how the project will be carried out. Include key activities, who is responsible, a timeline and implementation plan
- 4. Goals, Objectives and Outcomes** - Identify 2–3 specific, measurable objectives. Describe expected outcomes and how success will be measured. Ensure outcomes are SMART (Specific, Measurable, Achievable, Realistic, Timely).
- 5. Timeline** - Include a brief project timeline.
- 6. Amount Requested and Total Project Cost**
- 7. Other Funding Sources** - List any committed or pending funding sources. Also include any in-kind contributions
- 8. Evaluation Plan** - Explain how you will measure the effectiveness of the project. How will progress be tracked? How will success be determined?
- 9. Sustainability** - Describe how the project will be sustained beyond the grant period. Will additional funding be needed? Is this a one-time or ongoing project?
- 10. Attachments** – Photos, estimates, letters, etc.