



2026 Catholic Sharing Appeal Grant Application Guidelines for Schools

To Be Eligible, applicants must:

- Be a Catholic school in the Diocese of Wheeling-Charleston.
- Have submitted 2026-27 draft Advancement Plan.
- Have submitted 2026-27 budget.
- Submit any required final report from a previous grant award to remain eligible.
- **NEW for 2026** – submit a brief 15-30 second video showcasing how the school utilized previous grant award and thanking donors.

Funding

There is no cap on amount schools can request for 2026. However, 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 **school letterhead**.
- Save it as a **single PDF**.
- Provide preparers' name, email address and phone number.
- Obtain principal AND designated pastor signature.
- Email to: Krissie Benson at kbenson@dwc.org. Please do not 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.