

Catholic Campaign for Human Development Local Grant Guide for Applicants

NOTE: Completion of this guide DOES NOT guarantee funding. Applications are still subject to a site visit, committee and Archdiocesan approval, and funding restrictions. This is to be used only as a tool to clarify the CCHD requirements and to help groups focus their efforts

Type of Application: Check all that apply.

- Community Development Project
 - Minimum of 50% of project leadership is low-income*.
 - Project includes systematized long-term advocacy or work for institutional change:
 - Modifying existing laws or policies
 - Creation of just structures or redistribution of decision-making powers to involve people of poverty in policy making.

- Economic Development Project
 - Minimum of 33% of project leadership is low-income*.
 - Develops jobs or assets for low-income individuals or families
 - Family or community owned business
 - Community-owned Real Estate initiative
 - Community development financial institution (CDFI)

- Direct Service Project
 - Organization clearly works to empower the poor and make systemic institutional change

- Matching Grant (required if requesting \$7,000 - \$10,000)
 - Matching funds have been obtained or are obtainable from a second public or private source.
 - Organization will be applying for funds through The Catholic Foundation.

General Eligibility

- Group does not contradict Catholic social or moral teaching in any part of their organizational work (see local brochure for more information).
- Group does not contradict Catholic social or moral teaching in any organizational partnerships.
- Organization works primarily within the Archdiocese of Santa Fe.
- Organization is recognized as exempt from federal income tax under section 501(c)3 OR has a fiscal agent that is a 501(c)3 non-profit.

* **LOW- INCOME:** CCHD refers to the Very-Low or Low-Income household definition of the U.S. Department of Housing and Urban Development when measuring the level of low-income leadership in their organization. Look up your area's median income (AMI) at <http://www.huduser.org/portal/datasets/il/il15/index.html> to get a measurement of both Very Low-Income Limits (50% of the AMI) and Low-Income Limits (80% of the AMI). Applicants may select either Very Low-Income (50% of AMI) or Low-Income (80% of AMI) as the standard by which to measure low-income participation, but CCHD will give priority to those applicants who use the Very Low-Income (50% of AMI) standard.

- Project focuses on improving or alleviating a root cause of poverty and thus benefits low-income people.
- Advocacy efforts include low-income people and not just a small number of individuals who are not low-income.
- Minimum of 50% of beneficiaries of project are low income.
- A training process is in place for low-income people for leadership positions.
- Funds will not be used to fund other organizations.
- Organization does not intervene in political campaigns by supporting or opposing specific candidates for public office.
- GOTV activities and voter education efforts are non-partisan.
- Organization has a clear vision and plan for financial stability (dues, grassroots fundraising, foundation, corporate support, etc.)
- Project includes a clear plan of action with specific deliverables.

Positive Considerations: These are *not* requirements for local grant eligibility.

- Project benefits a relatively large number of people versus a few individuals.
- Org works directly with people experiencing economic or social injustice:
 - Discrimination
 - Handicapping or disabling conditions
 - Long-term joblessness
 - Low-income children
 - Economic dislocation
- Org works with Catholic
 - Diocese
 - Parish(es): _____
 - School(s): _____
 - Other ministries: _____
- Org cooperates with various other groups or organizations to further a more integrated and mutually understanding society.

Disqualifications:

- Has received CCHD funding for 3 consecutive years.
- Project is controlled by a governmental, educational, or ecclesiastical body.
- Project is for research or a survey.

Please continue to be in contact with the CCHD Diocesan Director throughout the application process. Diocesan Directors are meant to be a resource to answer any questions and provide assistance as needed. Additional resources are also available via PDF brochures and at www.usccb.org/cchd.

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