



## CSJ Ministry Support Fund

# Large Grants

*Supporting works of Compassion and Mercy*

### Large Grant Application Guidelines

#### Principles:

Our Congregation from its foundation has been dedicated to the exercise of "all of the spiritual and corporal works of mercy of which woman is capable and which will benefit the ... dear neighbor": ministry to orphans, the sick poor, young girls, the destitute, and others in need. We continue in this spirit and engage in works of compassion and mercy that respond to the spiritual and corporal needs of persons in our times. We do this in a way that:

- heals and reconciles
- serves all persons without distinction
- makes known through our lives the gospel we proclaim
- enables others to assume a more active responsibility for building the kingdom
- recognizes and defends the human dignity of all persons
- promotes justice with a particular concern for the poor

As Sisters of St Joseph our mission is that of the Church: to continue the mission of Jesus. The expression of this mission varies with times, cultures, and conditions of persons.

#### Policy:

CSJ Ministry Support Fund Large Grants are given to agencies that serve the poor and underserved. The agency must meet the following criteria:

- A Sister of St Joseph, Associate, 'Ohana who ministers directly in hands-on-service or serves on the Board of Directors
- The agency alleviates suffering and attempts to meet an unmet need.
- The agency reflects a preferential option for the poor.
- The agency responds to the "signs of the times."

These grants are considered once a year and are usually for requests over \$1500. Grants are allotted from an amount made known at the beginning of a fiscal year. Generally, applications are accepted in September and awarded in late October. Specific dates will be announced in E-designs. CSJ Ministry Support Funds are granted to agencies that serve the poor and underserved.

Only one Large Grant will be made to an agency within the same fiscal year. An agency may receive a grant for no more than three consecutive years followed by a two-year hiatus.

**As part of your application, please provide the following information:**

1. Name of the Sister of St Joseph, Associate, 'Ohana who is involved in this organization directly (paid or unpaid).
2. A description of the purpose and primary activities of this project and how it responds to the principles outlined in the CSJ Ministry Support Fund policy.
3. How was this need determined, and how will this project fit into the rest of the ministry and respond to this perceived need? Does this project duplicate services already provided in the area?
4. Describe the project's evaluation plan. Please be specific about who will evaluate.
5. Timeline for expected outcomes; criteria for judging success.
6. Indicate other funding sources for the project and organization.
7. Indicate other CSJ funds requested/received (include grants, fundraising, galas, benefits, etc.) within the past five years.

**Please include documentation regarding:**

1. The financial status of people to be served.
2. A proposed budget and a copy of this year's financial statement.
3. Two or three letters from board and local community leaders supporting this request.
4. 501 (c) (3) tax status.
- S. A descriptive brochure related to the funding request if one is available.

A grant request will only be considered if all documentation is completed by **September 15th**.

An end of the year evaluation will be required.