



## MEMORANDUM

**TO:** Pastors and Parochial Administrators  
**FROM:** Renée Underwood, Associate Director  
**DATE:** March 4, 2019  
**SUBJECT:** Fiscal Year 2020 Parish Operating Grant Applications

Thanks to the generosity of the donors to the Annual Diocesan Appeal, I am pleased to announce that the Advancement Foundation is now accepting applications for Parish Operating Grants for FY20. Last year, \$726,080.60 was awarded to 28 parishes.

Attached please find the application form for grants to small, rural or needy parishes within the Diocese of Fort Worth in need of additional support to meet their operating expenses. You may also download a writeable PDF of the grant application at: [www.advancementfoundation.org/grants](http://www.advancementfoundation.org/grants)

Completed grant application forms and support documentation may be submitted via email, fax or postal mail and must be received no later than **5 p.m. Wednesday, May 1, 2019.**

Applications will be reviewed by the Diocesan Pastoral Finance Committee and approved by the Board of Directors of the Advancement Foundation. All applicants will be notified by letter prior to June 30, 2019. Grants will be disbursed in twelve (12) equal payments beginning July 1.

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Please remember these criteria as you prepare your application:

1. The parish applying for a grant must be small, rural or requiring outside support in order to meet its budget.
2. If the parish has an outstanding loan, payments must be current.
3. The parish must be current in its accounts payable.
4. The budget for the parish for the current year and proposed budget for FY20 must accompany the grant application.
5. Budgets and/or cost estimates for the purposes outlined in the grant must accompany the application.
6. The grant application form must be completed in its entirety, including all signatures.

Please submit the application and all required documentation by **5 p.m. May 1, 2019** via email, mail or fax:

800 West Loop 820 South • Fort Worth, Texas 76108-2919 • (817) 560-3300 • Fax (817) 945-9441  
[grants@advancementfoundation.org](mailto:grants@advancementfoundation.org) • [www.advancementfoundation.org](http://www.advancementfoundation.org)



Office Use Only	
Parish #	_____
Date Received	_____
Spreadsheet	_____
Amount Approved	_____
Notification Mailed	_____

### FY20 Parish Operating Grant Application

Parish Name/City/Number \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

Please check here if this grant is for two or more parishes. If so, please indicate other parishes:

Parish/City/Number \_\_\_\_\_

Parish/City/Number \_\_\_\_\_

Parish/City/Number \_\_\_\_\_

Briefly identify the purposes for a **Parish Operating Grant** is requested. (NOTE: Construction, renovation, security, maintenance, and other capital projects are not eligible for an operating grant.)

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The following items must accompany the application form:

1. Grant Narrative Statement (see attached)
2. Supporting documentation, such as cost estimates or photographs.
3. A copy of the **parish budget** for the current year and the proposed budget for the year of the grant (for each parish participating in the grant).

This application must be signed by the Pastor or Parochial Administrator and the Chairs of the Pastoral Advisory and Finance Councils. If a grant is awarded, funds will be distributed only for the need described in this application.

\_\_\_\_\_  
Pastor or Parochial Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastoral Advisory Council Chair

\_\_\_\_\_  
Finance Council Chair

Please submit this application and all required documentation by **May 1, 2019**, via email, mail or fax:

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## **FY20 Parish Operating Grant Application Narrative**

In this space, please describe the ways grant funds will be used as well as a statement of need. Explain how you will fund these operating expenses in future years if grant funds are not available. If this is a one-time-only request, please identify as such. Please include cost estimates for each part of your total request (e.g. materials, salaries).