



## MEMORANDUM

**TO:** Pastors and Parochial Administrators, Business Managers  
**FROM:** Renée Underwood, CFRE, Chief Development Officer  
**DATE:** March 15, 2024  
**SUBJECT:** Fiscal Year 2025 Parish Operating Grant Applications

Thanks to the generosity of the donors to the Annual Diocesan Appeal, the Advancement Foundation is now accepting applications for Parish Operating Grants for FY25. Last year, \$858,000 was awarded to 37 parishes.

Attached please find the application form for parishes in the Diocese of Fort Worth that are struggling to meet their operating expenses, especially those clusters of parishes that share one pastor or parochial administrator. A writeable PDF of the grant application is available for download at:

**<https://www.advancementfoundation.org/parish-operating-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. April 15, 2024**.

Applications will be reviewed by the Grants Committee of the Advancement Foundation and submitted to the Advancement Foundation Board of Directors for final approval. All applicants will be notified by letter prior to June 30, 2024. Grants will be disbursed in twelve (12) equal payments beginning July 1, 2024.

Please remember these criteria as you prepare your application:

1. The applicant parish must be small, rural or requiring outside support in order to meet its operating budget.
2. Only **ONE APPLICATION** may be submitted per parish or cluster of parishes.
3. Grants are only awarded for operating expenses, such as salaries and benefits, utilities, supplies and program expenses. Applications for capital expenditures, such as equipment, liturgical vestments, hymnals, construction, repairs or renovations will not be considered.
4. If grant purpose benefits several parishes, such as salaries and benefits for shared employees, please submit **ONE APPLICATION** for the entire cluster of parishes. Indicate the names/cities of all parishes sharing in the application.
5. If applying for several purposes, please submit **ONE APPLICATION** specifying all purposes of the grant in priority order and the amount requested for each.
6. The parish shall be on track to meet its Annual Diocesan Appeal goal for FY24.
7. If the parish has an outstanding loan to the Diocese of Fort Worth, payments must be current.

8. The parish must be current in its accounts payable.
9. A FY24 statement of financial condition, a FY24 YTD statement of activities and the proposed FY25 budget must accompany the grant application.
10. Budgets and/or cost estimates for the purposes outlined in the grant must accompany the application.
11. The grant application form must be completed in its entirety, including all signatures.
12. Late or incomplete applications **will not** be considered.

Please submit the application and all required documentation by **5 p.m. April 15, 2024** via one of the following methods:

**MAIL** Advancement Foundation, 201 Main, Ste 1198, Fort Worth TX 76102-3101

**FAX** (817) 817-803-5310

**EMAIL** [grants@adv-fdn.org](mailto:grants@adv-fdn.org) **PREFERRED METHOD**

All applicants will be notified that their grant has been received. If you do not receive this confirmation, please notify us.

If you have any questions about the application process, please contact Renée Underwood, CFRE, Chief Development Officer at (817) 533-7242 or [runderwood@adv-fdn.org](mailto:runderwood@adv-fdn.org).



Office Use Only	
Parish #	_____
Date Received	_____
Spreadsheet	_____
Amount Approved	_____
Notification Mailed	_____
FY24 Grant Amount	_____
Balance in Savings	_____
ADA Status	_____
Loan Status	_____

### FY25 Parish Operating Grant Application

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

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

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

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

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

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

Debt payments, vestments, hymnals, construction, renovation, repairs, security, maintenance and other capital expenditures **are not eligible** for an operating grant. School operating expenses are not eligible. Examples of eligible parish expenses include salaries, utilities, retreats, outreach programs, materials and other resources needed to support parish ministries. Please **do not** ask for multi-year funding. We require a new application and updated budgets each year. Preference is given to multi-parish clusters that share one pastor. With these guidelines in mind, please briefly identify the purposes for a **Parish Operating Grant** in the space below:

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The following items must accompany the application form:

1. Grant Narrative Statement (see reverse side)
2. Supporting documentation, such as cost estimates or photographs.
3. A copy of the most recent **FY24 Statement of Financial Condition and Statement of Activities** and the **FY25 proposed budget**.

This application must be signed by the Pastor or Parochial Administrator and the Chairs of the Pastoral Advisory and Finance Councils and submitted no later than 5 p.m. April 15, 2024. Incomplete or late submissions will not be considered.

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

\_\_\_\_\_  
Date

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

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

## **FY25 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. salaries, utilities, program expenses).