



SISTERS of CHARITY FOUNDATION
OF CLEVELAND

SAINT ANN LEGACY GRANT PROGRAM 2017 Proposal Guidelines

INTRODUCTION

The Sisters of Charity Foundation of Cleveland is accepting proposals for grants to support the ministries of women religious as they work to meet the needs of God's people. Grants may be awarded to ministries of women religious in Northeast Ohio, as defined as the Dioceses of Cleveland and Youngstown. Ministries of women religious include those that are sponsored or led by Catholic Sisters or programs at other organizations where women religious are significantly involved. The purpose of these grants is to support the Sisters at work in our region today.

Consistent with the Foundation's mission, the Saint Ann Legacy grant program gives special attention to ministries reaching out to those most in need, particularly low-income women, children, and youth. The program, however, also recognizes the call of women religious to address other areas of need, such as spiritual needs, social justice, or ecology.

Grant Requests

Funds may be used for program expenses, planning, operations, salary support and capacity-building for ministries. Grants will not support endowments, annual appeals, membership drives, debt retirement, individual scholarships, or capital expenses.

The Saint Ann Legacy program awards grants of up to **\$10,000**. It is a particularly good fit for smaller ministries which may experience more challenges with fund development. Grants are for ministries in Northeast Ohio, as defined as the Dioceses of Cleveland and Youngstown. Proposals also should be accompanied by a support letter from the congregational leader of the religious order of the sister(s) involved in the ministry. The timeline for use of funds is up to one year.

Eligibility Requirements

Applicants must be ministries of women religious, defined to include ministries sponsored by orders or led by women religious or organizations where women religious are significantly involved. Applicants must have tax-exempt status as nonprofit organizations, as identified by the Internal Revenue Code. Grants are not made to individuals.

Please note, grant recipients can receive three consecutive Saint Ann Legacy grants and then must take a year off before reapplying.

Organizations that have previously received grants under this program must submit a report on the activities and funds spent to date as part of their application. *(If grant funds have not been fully spent by the time of the application, a Final Report also will be required at the end of the grant term).*

During the review process, applicants *may* receive a site visit from foundation staff, Board members, and/or consultants. The site visits will take place between **April 17-28, 2017**.

TO SUBMIT AN APPLICATION:

Our grants management system is online. To successfully submit an application, please follow the directives listed below:

- The system may be accessed through the Grantmaking Guidelines page on the Foundation’s website (socfcleveland.org) or directly through this link:
https://www.grantinterface.com/Common/LogOn.aspx?eqs=aBcdzT88cioJC9kFX35lMH8VGrOo_oai0.
- **If you are using a fiscal agent (i.e. your congregation, Diocese of Cleveland, etc...), please contact Ursula Craig at 216-357-4472.**
- **If your ministry has not applied to the foundation in previous years, you will need to set up an account for your ministry.**
- **If you are not sure whether your ministry has an account, or you do not know your username and/or password, do not create a new account. Please contact Ursula Craig at 216-357-4472.**
- To review application questions before you begin, click the “Question List” button at the top right of the application. This creates a PDF for you to download and save.
- The submission deadline is **April 10, 2017 at 11:59 p.m.**

GRANT APPLICATION CHECKLIST: Use this checklist to complete and submit your grant application. Your organization should complete the following:

✓	<u>Section</u>
	Application Form
	Supporting Documents
	➤ Budget Form
	➤ Copy of IRS designation
	➤ Most recent audited financial statement
	➤ List of current Board of Directors
	➤ Project Plan
	➤ Support letter from congregational leader
	Final/Progress Report and updated Project/Implementation Plan (for current Saint Ann Legacy grantees only)

To submit the application, click the “Submit Application” button at the bottom of the application.

Questions? For technical assistance questions for application submission, please contact: Ursula Craig, 216-357-4472 or ucraig@socfcleveland.org

For technical assistance for grant development:
Margaret Eigsti, 216-357-4462 or meigsti@socfcleveland.org