



SISTERS of CHARITY FOUNDATION
OF CLEVELAND

SAINT ANN LEGACY GRANT PROGRAM 2018 Proposal Guidelines

Introduction

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

Grant Requests and Eligibility Requirements

Use of funds: 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.

Use of funds timeline: The timeline for use of funds is up to one year.

Funding available: The Saint Ann Legacy Grant Program awards grants of **up to \$10,000**. Please note, funding requests *always* exceed the grant program budget and an effort is put forth to ensure members or ministries of congregations across the Dioceses of Cleveland and Youngstown are represented in the funding decisions.

Congregational leader support letter: Proposals should be accompanied by a support letter from the **current** congregational leader of the religious order of the sister(s) involved in the ministry.

Eligible ministries: Applicants must be ministries of Catholic sisters, defined to include ministries sponsored by orders or led by women religious or organizations where women religious are significantly involved in northeast Ohio as defined as the Dioceses of Cleveland and Youngstown. Applicants must have tax-exempt status as nonprofit organizations, as identified by the Internal Revenue Code. Grants are not made to individuals. Special attention will be given to ministries reaching out to those most in need, particularly low-income women, children, and youth.

Grant cycle: Grant recipients can receive **three** consecutive Saint Ann Legacy grants and then must take a year off before reapplying. Please contact grants coordinator, Ursula Craig, if you are unsure of the status of your ministry.

Current Saint Ann Legacy grantees: 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 will be required; if grant funds have been spent, a Final Report will be required. Please contact grants coordinator, Ursula Craig, with any questions.

Site visits: During the review process, applicants may receive a site visit. Site visits will be scheduled **April 16-27, 2018**.

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, 2018 at 4:59 p.m.
 - To submit the application, click the "Submit Application" button at the bottom of the application.
 - Notification of funding decisions will be sent mid-June 2018.
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Questions? For technical assistance for application submission, please contact: Ursula Craig, 216-357-4472 or ucraig@socfcleveland.org

For grant development:

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