

Diocesan Director Instructions for Multi-Diocesan Applications

All relevant dioceses receive and read the multi-diocesan application. The primary diocese is that diocese where the applicant is headquartered and/or has its principal activities and membership. Secondary dioceses are those dioceses where the applicant is active on a smaller scale. The diocesan director for the primary diocese plans and coordinates the site visit. If the secondary dioceses would like to participate in a site visit, they should coordinate that visit with the primary diocese. It is possible that a diocesan director may meet with leaders/staff located in the secondary diocese. A secondary diocese may also choose to call the applicant organization to discuss the application over the phone.

The applicant files through one primary diocese in which the organization's headquarters are located and/or has its principal activities, referenced here as the primary diocese. The other dioceses are then listed on the application if the applicant states that activities occur in "additional dioceses," and each diocesan director is notified and assigned to review the application.

The diocesan directors are requested to review the application, make a local site visit to assess the applicant's activities in your diocese, and participate in the dialogue with the other diocesan directors and grant staff in preparation for their recommendation to their Bishop and to hear input on the proposal. The online review process allows each reviewer to access all written reviews of that application.

The bishop in the primary diocese must approve the application for any grant to be awarded. If the bishop in the primary diocese does not approve the application then no grant is awarded.

The bishops in the "additional dioceses" may:

1. Endorse funding, in which case activities of the grantee may be funded in that diocese if the application is approved.
2. Deny funding, in which case activities of the grantee in the diocese will not be funded even if the application is approved by the bishop in the primary diocese and a grant is awarded. This may entail grant conditions if awarded, and, if necessary, revision of the grantee budget and goals for the CCHD grant award.
3. Defer the decision to the bishop in the primary diocese, in which case activities in each diocese may or may not be funded given the approved budget and goals of the organization if the bishop in the primary diocese does endorse a CCHD grant award.
4. If the bishop does not respond to an application (i.e., submit the bishop's form), then the application is presumed to be denied; see #2.

For these multi-diocesan applications it is important that we clearly communicate to obtain a clear picture of the applicant's efforts, ensure that each bishop's endorsement/non-endorsement is honored, and that the grantee seeks to partner with the diocese(s) in an effort to fulfill CCHD's mission.