USCCB Collection to Aid the Church in Central and Eastern Europe
Grant Guidelines

Current USCCB funding priorities:

1) **Formation for church leaders:** formation for clergy, religious and lay leadership; management capacity building initiatives for dioceses/eparchies.

2) **Pastoral projects and Evangelization** –parish and special ministries development; creative youth/young adult projects.

3) **Catholic Education and Catechesis** – capacity building projects for Catholic schools; training for catechists to provide faith formation for all ages groups; catechetical camps.

4) **Social projects** – projects that raise awareness of and implement Catholic Social teaching and renew the capacity of the Church to provide social assistance to those in need.

5) **Scholarships:** doctoral studies in theology are given priority.

Notes: For construction projects priority is given to projects that help to increase and deepen the pastoral work of the Church – this would include, but is not limited to schools, seminaries, monasteries, novitiates, pastoral and training centers. Church construction is supported only in extraordinary situations and decisions are made on a case-by-case basis.

Instructions for submitting a grant application: *for additional guidelines on application writing see Appendix I*

1) **Use the official USCCB grant application**
Can be downloaded from: Grant Information | USCCB. There are separate application forms for programs and scholarships. Application should be mailed with original signatures to the USCCB address noted on the application. *Avoid staples and plastic file covers – use clips if necessary.*

2) **Provide additional information**
Since the application is simple in its design, please submit any other information you think would be helpful as we review the grant: detailed budget, additional reasoning, pictures, programs, etc. (required for construction projects). *Avoid staples and plastic file covers – use clips if necessary.*

3) **Deadlines for grant applications:**

February 28 (for June consideration)

September 30 (for November consideration)

4) **Deadline for scholarship applications:**

April 30 (for June consideration)

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Instructions on grant processing and reporting

1. **Project receipt and registration:** Upon receipt of the application with original signatures via post at the USCCB address, the proposal will be registered and each applicant will receive an email regarding receipt of the application and a grant registration number.

2. **Decision notification:** Letters notifying applicants of subcommittee decisions will be emailed to grant applicants by mid July/mid December respectively. If the project is approved for funding, you will be requested to provide current bank account information (requirement: organizational account with at least 3 signatories).

3. **Project disbursement and confirmation of Receipt of Funds form:** Following receipt of bank account information, your grant award will be entered onto a disbursement schedule. Payment will be accompanied by a disbursement letter and an official USCCB receipt of funds form. It should be completed and returned to the office within 3 months of receipt of funds.

4. **Grant report deadline:** USCCB grants have a one-year term, which begins on the date of disbursement of funds. The grant report should be submitted within three months after the term ends. In cases where the project runs longer than one year, please send an interim letter of explanation, indicating the progress of the project, reason for the delay, expected date of completion and report submission.

Submitting a grant report: There are 3 components to reporting. *Please include the grant number on each document*: *for additional information on reporting see Appendix II*

  i. **Written report/or letter** describing the project implementation

    o This report should not be lengthy, but provided in a summary format (1- 2 pages).
    o Content should include, as relevant: date and location of the project, number of participants, outline of project steps indicating those covered by USCCB funding, review of met objectives, any additional results and overall conclusions. *Please note any project changes which occurred during course of implementation.*

  ii. **Financial report**

    o Copies of all receipts for expenses covered by the USCCB grant, presented clearly and in a logical order.
    o Summary financial table* reflecting the grant budget, in both local currency and US dollars. *If there is only one receipt/expense, the summary financial table can be omitted.*

  iii. **Photos and supporting material**

Appendix I

USCCB Office to Aid the Church in Central and Eastern Europe
Grant Application Guidelines

Section 1: *Applicant's Contact Information*
- Please use the most current contact information
- Please include your preferred prefix (*Mr., Mrs., Fr., Msgr., Sr., etc.*)
- Please verify your email address as we send notifications via email

Section 2: *Jurisdiction*
- The name of the Bishop *must* be included here. The name of the Provincial or Superior is not sufficient for application review

Section 3: *Project Title*
Summarize your project in **15 words or less**. Some tips:
- Include the type of project (construction, renovation, operating expenses, social aid, youth camps, trainings/workshops, formation, etc.)
- Include the location where the project will be taking place
- Include any relevant dates for the project (range: e.g. **June 7-14;** or year(s) of support: e.g. **2020-2021**)
- If it is a multi-year project, please indicate that: e.g. "(first year of 3 year project)"

Section 4: *Project Description (purpose and objectives)*
This section should be **no more than 1 page** in length. Additional information may be included as attachments. Here are some helpful tips:
- Purpose (situation description/need)
  - Describe the situation/need you are trying to address; this can include any relevant data
- Objectives
  - What are the objectives you hope to achieve?
  - Briefly describe activities planned to meet the objectives
  - When/where will the project take place?
  - Who is the target audience?
  - How many people will participate/how many people do you intend to serve?
  - What preparation or previous activities will contribute to project success?
  - Who will be doing the work?
  - What will change as a result of this project?

Section 5: *List the major cost elements of this project*
This should be presented as a summary financial table (*if there is only one anticipated expense, the table can be omitted*), expressed *in both local currency and US dollars and* presented in a clear and logical order (*i.e. by purchase category (food, transportation, equipment, etc.)*). If you are requesting USCCB funds only for a specific item(s), please indicate (*e.g. USCCB funds will be used for the purchase of construction materials*).

Appendix I

Section 9: *List the principal funding sources … applied*
For this section, please list all other funding sources following this format:

Foundation/Organization Name	Status of application	Amount in USD
Renovabis	*Applied*	*$25,000*
Kirche in Not	*Awarded*	*$10,000*

Section 10: Protection of Minors and Vulnerable Persons. As Pope Francis stated in the [Motu Proprio](#) [*"On the Protection of Minors and Vulnerable Persons"*](#), "the protection of minors and vulnerable persons is an integral part of the Gospel message that the Church and all its members are called to proclaim." For projects related in any way to work with minors or vulnerable populations, kindly provide a one-page document in attachment, advising us how your organization is working to ensure that they are protected and where you are in the process of developing safeguarding policies and practices. Please provide the information in 2 points: Policy & Procedures, Training for Staff and volunteers. If you have any official documentation, please also include it. *Applications working with vulnerable populations which do not include this one-page summary* **are not considered.**

Signature Page
Applications not signed by the local bishop confirming that your organization is in compliance with all safeguarding policies and procedures of the local Diocese/Eparchy/Exarchate/Apostolic Administration and the local Bishops' Conference/other competent religious body for the protection of children, young people and vulnerable adults *are not considered.*

Attachments/Additional information
- **Supporting documents:** Please submit any other *relevant* supporting material: photos, testimonials, additional reasoning, detailed budget (*required for construction projects and operational support requests),* etc.

Application Deadlines: February 28 for June consideration; September 30 for November consideration. *Applications sent by email will be noted but not registered until receipt of the hard copy, with original signatures in the mail.*

All applications must be sent by post to:
United States Conference of Catholic Bishops
Office to Aid the Church in Central and Eastern Europe
3211 Fourth Street, NE
Washington, DC 20017-1194 USA

Should you have any further questions please contact our Grants Program Specialist, Andrew Kirkpatrick at akirkpatrick@usccb.org -- +1 202 541 3402

Appendix II

USCCB Office to Aid the Church in Central and Eastern Europe
Final Reporting Guidelines

There are 3 components to reporting. ***Please include the project number on each document***:

Section 1: *Written Report/Letter (1-2 pages)* This report should not be lengthy, but instead it should provide a brief overview of the project implementation.

- Content should include, as relevant:
    - Date and location of the project
    - Number of participants
    - Outline of project steps indicating those covered by USCCB funding
    - Review of objectives
        - Which objectives were met?
        - Which objectives, if any, were not met?
            - What did you learn from this?
        - Any challenges faced and how they were overcome
    - Any additional results and overall conclusions
    - *Please note any major project changes which occurred.*
- *This should be signed by the project official (priest, bishop, rector, etc.)*

Section 2: *Financial Report*

- Summary financial table **if there is only one receipt/expense, the summary financial table can be omitted.***
    - This should reflect the grant budget *in both local currency and US dollars.*
    - Kindly include the *average exchange rate* from local currency to US dollars.
    - It should be presented in a clear and logical order (*i.e. by purchase category (food, transportation, equipment, etc.)*)
- Receipts
    - Copies of all receipts *for expenses covered by the USCCB grant.*
        - They should be clearly marked and presented in the same order in which they appear on the summary financial table.
    - You may also provide a *signed accountant's listing* prepared by the project's accountant instead of receipts.
    - ***FOR SCHOLARSHIP RECEPIANTS ONLY*** you are only required to provide copies of *major* receipts for expenses covered by the USCCB grant.

Appendix II

Section 3: *Photos and supporting material (1-7 pages)*

- *For substantial material projects (construction, purchase of a car, building a statue, etc.) a photo of the object is* **REQUIRED.** **For Vehicle purchases, kindly include a copy of the vehicle registration**
- This is the opportunity to provide more detail on the impact of your project.
- Photos, testimonials, brief video's, writing samples, etc., are all welcome.
- Above all, we are excited to see how the USCCB funds are impacting and helping the community.

If you have any further questions, require further explanation, or need assistance in preparing a final report, please reach out to Andrew Kirkpatrick (Akirkpatrick@usccb.org) (with the subject title: Final Report Questions).