

St Anne Catholic Church

Outreach Grant Application Guidelines

St. Anne Outreach Grant Giving Mission Statement:

The mission of outreach at St. Anne Catholic Church is to model the love of Christ by helping the disadvantaged, the underserved, and those experiencing difficult life circumstances. Funding is targeted toward Christian programs in the greater Houston area that provide for the immediate needs of food, clothing, shelter and health care. Opportunities for volunteers to offer service and emotional/spiritual support while experiencing hands-on involvement will be taken into consideration.

St. Anne Catholic Church Priority Funding

St. Anne gives priority to ministries that have many or all of these characteristics:

- Bring about systemic change for children, families, disadvantaged and underserved
- Provide basic needs such as food, clothing and shelter or the means to provide basic needs for oneself
- Serve within the greater Houston area
- Are faith-based
- Provide volunteer opportunities for St. Anne members.

St. Anne Catholic Church Does Not Provide

Grants for:

- Individuals,
- Testimonial dinners, fundraising events, marketing events or symposiums,
- Political purposes either directly or indirectly,
- Government agencies,
- Fraternity or sorority purposes,
- Other grant making entities, for example “pass-thru” organizations or companies
- Coverage of past operating deficits or debts.
- Capital campaigns

Types of Support

Grants are made for the following purposes:

- Project or program support
- Matching grant
- Capacity building grant to further expand an agency's effectiveness
- Well-being of the underserved
- Addressing hunger needs
- Collaborative effort funding

Eligibility

St. Anne Catholic Church makes grants to nonprofit, 501(c)3 tax-exempt organizations. St. Anne reviews requests twice a year (October and April) but will consider only one application from an organization within a calendar year. Former grant recipients who have not submitted a final report in a timely manner shall not be eligible for funding.

Grant Application, Deadlines, and Process

An applicant must submit two paper copies of a fully completed St. Anne Catholic Church Outreach Grant Application. Both must be accompanied by two copies of the following:

- Most recent IRS letter(s) regarding its current tax-exempt status under Section 501(c)(3) or Section 170(c) and its public charity status under Section 509(a)(1), (2) or (3) of the Internal Revenue Code
- Current board of directors or trustees list
- Current budget for the specific project (if applicable)
- Current financial statement
- Current annual operating budget
- Most recent audited financial statement

No email applications/documentation will be accepted. An application must be submitted prior to September first for possible consideration in October or by March first for possible consideration in April. Applications should be sent to:

Outreach Grants Committee
St. Anne Catholic Church
2140 Westheimer
Houston, Texas 77098

Applications that do not follow the requirements will not be considered. Submitted materials will not be returned.

All inquiries should be directed to Outreach Grants Committee at 713-525-4363.

Before an organization is approved for a grant, a grant reviewing committee member will contact the agency to schedule a site visit.

Following the October or April meeting of the Outreach Grants Committee all applicants will be notified in writing regarding the action taken by St. Anne Catholic Church Outreach Grants Committee. If a grant is awarded, a check will be mailed by the 15th of January or June.

Each recipient must submit a written Outreach Grant Final Report by the end of the period of the grant or by the time the funds have been expended.

Commitment to Informed Grant-making

St. Anne performs due diligence on all grant applicants to assure the organization is an effective and healthy nonprofit organization. St. Anne takes into consideration not only the written application, but also the results of telephone interviews and site visits. After a grant is awarded, grantees are required to provide documentation about the project's fulfillment/completion.

Not All Projects Can Be Funded

St. Anne Catholic Church has the responsibility for the final approval of each grant. Since St. Anne Catholic Church receives funding requests that far exceed our grant budgets, we cannot fund every worthy project. A decision not to fund a proposal does not reflect on the merits of the proposal or the applicant's organization.