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Catholic Campaign for Human Development, Archdiocese of Atlanta

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2009/2010 CCHD Community Grant
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FUNDING BOOKLET
2009/2010 Local Community Grant
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WHAT IS THE CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT?

The Catholic Campaign for Human Development (CCHD) is a domestic anti-poverty social justice program of the United States Conference of Catholic Bishops and of the Catholic community which began in 1970. CCHD's mission is to 1) address the root causes of poverty in America through the promotion and support of community-controlled, self-help organizations, and 2) educate Catholics and Americans in general about the conditions and causes of poverty.

Through its grants and education programs, CCHD seeks to promote a more just society, one in which all people, but especially those who are low-income, are empowered to participate in the social and civic activities within their communities. CCHD supports the efforts of organized groups of low-income people to address the basic causes of poverty through institutional change and leadership development models.

WHICH AGENCIES ARE ELIGIBLE TO APPLY FOR AN ATLANTA CCHD LOCAL COMMUNITY GRANT?

The local grant application process for CCHD Local Community Grants is now open. Applicants are encouraged from local organizations in North Georgia (North of Macon, West of Augusta, South of the Tennessee state line and East of the Alabama state line.) Applicants must be located, and their projects must take place, in North Georgia.

The projects eligible for CCHD funding should focus on righting social injustices while helping low-income people to participate in the decisions and actions that affect their lives, empowering them to move beyond poverty.

The following pages provide funding policies; guidelines for funding; criteria for funding with related eligibility criterion; examples of projects which meet, and which do not meet, CCHD criteria. If you have concerns regarding your organization's eligibility, please contact Susan Sullivan, Director of Parish and Social Justice Ministries, at (404) 885-7208 or e-mail ssullivan@archatl.com.

To be eligible for CCHD funds, a project must meet established criteria and follow established guidelines. However, due to limited financial resources, eligibility does not guarantee funding. Projects that most closely fit the criteria and guidelines will be given priority in the evaluation process but all applications will be accepted for review.

IMPORTANT DATES

- January 4th, 2010:** Deadline for all 2009/2010 Local Community Grant Applications
- February/March 2010:** Site visits for selected applicant organizations
- May 2010:** Funding decisions announced

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APPLICATION PROCESS AND DEADLINE

- Discard all old forms and use only the 2009/2010 forms. Please do not alter or change the forms in any way unless instructed to do so by a local CCHD staff member.
- Two signed hard-copies of both the grant application and the checklist must be received by the local CCHD office no later than 4:00 p.m. Eastern Standard Time on January 4th, 2010. Early submission is encouraged.
- Submissions should be addressed as follows:

Susan Stevenot Sullivan
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GENERAL GUIDELINES FOR CCHD FUNDING

- Selected organizations are eligible for a maximum of up to three years of funding through the CCHD Local Community Grant program. No local CCHD funding will be awarded beyond a 3rd year. Also, funding in one year does not guarantee funding in subsequent years. All interested parties must re-apply annually.
- **CCHD allocates funds only to non-religious organizations** which have an Internal Revenue Service 501(c)(3) tax exempt designation. If the applicant organization is not federally tax exempt, CCHD may allow use of a fiscal agent to receive the grant funds and distribute them to the funded group. To qualify, the fiscal agent must be incorporated and must have a current 501(c)(3) designation. A fiscal agent does not direct a funded project. Its sole purpose is to transmit the CCHD funds and oversee their proper use.
- **CCHD will only consider proposals requesting grants of \$4,000 or less.**
- **CCHD only funds North Georgia organizations conducting eligible, non-partisan projects in North Georgia**
- **All CCHD Local Community Grant recipients are required to submit a Fund Use Report at the end of the grant cycle.** This Report summarizes the accomplishments of that project as well as providing a financial report for the use of CCHD funds granted. Failure to include this Fund Use Report may jeopardize your request for 2010 funds.
- **Projects should directly benefit a relatively large number of low-income people** rather than a few individuals.
- **Projects should generate cooperation and solidarity** among and within diverse groups.

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- **Project plans should demonstrate, through concrete examples, their capacity to carry out what they propose during the funding year.** An organization may have an excellent track record in providing direct services to a very low-income community, but this does not qualify them to be effective in affecting community transformation.
- **Organizations must be fully non-partisan, when engaged in political activities.** Organizations which undertake partisan political activity are not eligible for CCHD funding.

SPECIFIC CRITERIA FOR CCHD FUNDING

To be eligible for CCHD funds, a project must satisfy the following criteria. Eligibility requirements are noted so that you may assess your project's ability to impact these areas. If you have questions regarding your organization's eligibility, please contact Susan Stevenot Sullivan, Director of Parish and Social Justice Ministries, at (404) 885-7208 or e-mail ssullivan@archatl.com. Eligibility does not guarantee funding.

- **CATHOLIC SOCIAL TEACHING (CST)**
The project activity for which funding is requested must conform to the social teachings of the Catholic Church. Reference appendix: **Themes of Catholic Social Teaching**

ELIGIBILITY

Organization/Project Group must align with one or more aspects of CST at a minimum. This criterion is more closely met when an understanding of CST is evident. Demonstration of great influence within your community in regard to CST is considered EXCELLENT.

- **INSTITUTIONAL CHANGE**
Projects must demonstrate a change from the traditional approaches of addressing poverty by instead addressing the basic causes of poverty through seeding community transformation that would affect institutional change. 'Institution' refers to policies and operational structures of government, corporations, or private agencies which create poverty, keep people at low-income levels, or impose injustices on low-income people.

CCHD defines institutional change as:

- Modification of existing laws and/or policies; or
- Establishment of alternative structures (i.e. creation of co-ops and worker-owned, worker-managed enterprises) and/or redistribution of decision-making powers.

The following examples are frequent interpretations of institutional change which **do not** fit CCHD's definition of institutional change:

- Advocacy for an individual or many individual(s) resulting in a more just situation for the individuals but not changing the structure or official policy of the institution;
- Changes in attitudes of persons who provide services to low-income people, but not affecting the government, corporate or agency policies and structures;
- Attitudinal or relational changes in the 'institution' of the family.

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- Direct service or assistance to individuals such as: transportation, medical care or emergency housing and utilities.
- Recruiting/proselytizing/spiritual services by religious organizations.

ELIGIBILITY

Organization/Project Group working to identify root causes poverty in order to identify opportunities for institutional change is a minimum requirement. Organizations which are actively working toward the elimination of identified root causes of poverty, with the intention and ability to enact institutional change, is considered EXCELLENT.

● **LOW-INCOME COMMUNITY BENEFIT**

The project must benefit and empower individuals within a low-income community. Also, the proposal must provide a definition of poverty within the community, using qualitative descriptions and/or statistics. The applicant may wish to use federal, state, local or other indicators to define poverty, such as AFDC or Medicare Guidelines, supplementary security or, food stamp eligibility. A project is considered more effective when it benefits a larger number of low-income persons.

ELIGIBILITY

Organization/Project Group decisions driven by low-income individuals within the community benefitting from the project is the embodiment of empowering individuals to affect social change. This type of participation is considered EXCELLENT. This criterion is more closely met when a greater number of individuals benefit from the project.

● **INPUT AND INVOLVEMENT OF LOW-INCOME PERSONS**

Low-income persons, who are not voluntarily low-income, must have a dominant voice in the project through participation on the Board of Directors (BOD) or similar decision-making board. In contrast to Advisory Boards, which only give advice, a BOD can make final decisions on policy, including hiring and firing. To have ‘control’ a group must have a history of making decisions for the organization or project. An untrained group of individuals brought onto a board merely because they are low-income cannot exercise real control and decision-making power until they have received training and, participated on the board, or in an organization, long enough to understand the issues and inner processes of the organization as well as the community. When low-income board members come from the geographic area in question, it is a greater indicator of empowerment.

A project that does not have at least 50% of non-voluntarily low-income persons planning, making, and implementing policy must document the following:

- Why low-income persons do not have a dominant role in the planning, making, and implementing policy at the time of application;
- How low-income persons were involved in determining their needs for this project;
- What plans are in place, include the timing of such plans, to enable low-income persons to assume leadership and control of the project.

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ELIGIBILITY

Organization/Project Group decision making boards which incorporate at least 50% low-income persons in planning and decision making of the project is considered EXCELLENT. At a minimum, low-income persons must be included in planning for the project however, this criteria is more closely met when measurable plans are in place to include this group in decision making.

• **LEADERSHIP DEVELOPMENT**

The project must demonstrate a commitment of resources towards the on-going training of low income individuals in community organizing skills including, but not limited to, social analysis, fundraising, issue identification, and organizational skills. Evidence of mobilizing low and moderate income people to advocate on their own behalf is further evidence of leadership development.

ELIGIBILITY

This criterion is met in an EXCELLENT manner when an organization/project group can show a history of committing human and financial resources for training of individuals as well as mobilizing low to moderate income people to advocacy on their own behalf. This criterion is met when, at a minimum, an organization/project group has developed concrete plans for improving the skills of low and moderate income people.

• **VIABILITY/DEVELOPMENT**

Evidence of the viability and development of the organization/project should be evidenced by well articulated purpose and mission statements; a history of accomplishments, and an ability to raise funds and collaborate with other institutions.

ELIGIBILITY

Organization/Project Group that shows growth and has well established purpose and mission statements, reflected in their accomplishments, is important in evaluating development. Accomplishments which show experience and success in the proposed activity(ies) of the Grant request, as well as a demonstrated ability to raise funds (e.g. membership dues, grassroots, foundation and/or community support) and to collaborate with other institutions all indicate strong viability and are considered EXCELLENT. At a minimum, an organization/project group must demonstrate some experience in the activity(ies) proposed for implementation, as well as providing a budget for the organization/project.

PROJECTS THAT DO MEET CCHD CRITERIA:

CCHD primarily funds community organizing projects where groups of people participate in solving problems that affect their lives. A common theme in community organizing is building a powerful organization to influence decision-making processes so that people working together can bring about change in policies, institutions and/or laws. Another critical theme is local leadership development through these community organizing projects. In the last several years CCHD funded

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community organizing projects working on affordable housing, safety, community improvement, youth organizing, disability/seniors/immigrants/workers' rights, among others.

PROJECTS THAT DO NOT MEET CCHD CRITERIA:

The following general classifications do not meet CCHD Local Community Grant funding criteria:

1. **Direct service projects** include, but are not limited to, day care centers; recreation programs; community centers; scholarships; subsidies; counseling programs; referral services; cultural/arts enrichment programs; direct medical services or equipment; emergency shelters; transportation, direct assistance with housing, food or utility expenses.
2. **Projects controlled by government (federal, state, or local), educational, or ecclesiastical (church) bodies.**
3. **Research projects**, surveys, planning and feasibility studies, etc.
4. **Projects sponsored by organizations which at present receive substantial sums from other funding agencies** (private or public) - unless the applicant documents that this project cannot be funded by their other funding partners.
5. **Individually owned, for-profit businesses or religious organizations.**
6. **Projects engaged in partisan political activities** or projects sponsored by organizations whose major focus is partisan political activity.
7. **Projects concerned primarily with religious recruitment/conversion/spiritual resources.**

CCHD NATIONAL GRANT

Organizational projects with needs greater than \$4,000 should consider applying for a CCHD National Grant. Please look at the eligibility quiz on the CCHD Website to determine if your Organization/Project Group is eligible for a National Grant at <http://www.usccb.org/cchd/grants/>. There is an eligibility quiz available under the community organizing tab and an eligibility quiz available under the economic development tap. Please complete the quiz that is most applicable to your project.

Applications for the CCHD National Grant may be submitted to the CCHD national office between September 1st and November 1st.

KEY THEMES OF CATHOLIC SOCIAL TEACHING
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The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. In these brief reflections, we highlight several of the key themes that are at the heart of our Catholic social tradition.

Life and Dignity of the Human Person

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. In our society, human life is under direct attack from abortion and euthanasia. The value of human life is being threatened by cloning, embryonic stem cell research, and the use of the death penalty. Catholic teaching also calls on us to work to avoid war. Nations must protect the right to life by finding increasingly effective ways to prevent conflicts and resolve them by peaceful means. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

Call to Family, Community, and Participation

The person is not only sacred but also social. How we organize our society – in economics and politics, in law and policy – directly affects human dignity and the capacity of individuals to grow in community. Marriage and the family are the central social institutions that must be supported and strengthened, not undermined. We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable.

Rights and Responsibilities

The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities – to one another, to our families, and to the larger society.

Option for the Poor and Vulnerable

A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

Continued- KEY THEMES OF CATHOLIC SOCIAL TEACHING
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The Dignity of Work and the Rights of Workers

The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected – the right to productive work, to decent and fair wages, to the organization and joining of unions, to private property, and to economic initiative.

Solidarity

We are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers' and sisters' keepers, wherever they may be. Loving our neighbor has global dimensions in a shrinking world. At the core of the virtue of solidarity is the pursuit of justice and peace. Pope Paul VI taught that "if you want peace, work for justice." The Gospel calls us to be peacemakers. Our love for all our sisters and brothers demands that we promote peace in a world surrounded by violence and conflict.

Care for God's Creation

We show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan; it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

This summary should only be a starting point for those interested in Catholic social teaching. A full understanding can only be achieved by reading the papal, conciliar, and episcopal documents that make up this rich tradition.

DEFINITION OF TERMS
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BUDGET:	TOTAL income and expense dollar amounts for the project are listed in chart form with some detailed explanation given for line items.
COLLABORATION:	Group works with other agencies, organizations, or community groups whose interests and mission match that of the project.
DEVELOPMENT:	“Helping People Help Themselves” Persons gain confidence, skills, and resources for living.
GOAL:	Projected accomplishment matches the need. It is measurable, uses numbers, %, minimum, etc. Realistic – it can be achieved in given time period.
GOAL PROCESS:	Observe experiences in community Analyze causes and impact Community/Faith Reflection – What to do? Action – Project Focus
LEADERSHIP DEVELOPMENT:	Training opportunities are given to the low income persons in the group. Topics may include: identifying issues, conducting a meeting, planning for activities, fiscal management, fundraising, and access to resources/people/organizations.
PLAN:	The action steps required by which to accomplish the goal of the project together with a timeline for the tasks.
SUSTAINABILITY:	Potential for continued project or program development is shown.
SYSTEMIC CHANGE:	Change which addresses policies, practices, and structures which create poverty, keep people poor, or impose injustice on marginalized communities. (Not direct assistance to individuals)
VISION:	Principles of Catholic Social Teaching
VOICE:	Low-income person’s participation in the decision-making body for the organization and implementation of the project.

For further information please refer to: <http://usccb.org/cchd/index.htm>

EXAMPLES OF CCHD FUNDED PROJECTS
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At Faith Works in the Roanoke Valley, listening is an art. That's because the group invests a good deal of its time in one-on-one conversations with members of churches and residents in the city's Southeast, a neighborhood that reflects the area's lingering racial divide.

Because 80 percent of residents are uninsured, **Faith Works** helped to get the area classified as a medically underserved area, a critical step in securing \$6 million in public and private funding for a new health clinic. The group also works on neighborhood safety, housing and business improvements, and a recent youth outreach program focuses on the needs of young people, from after-school care to safe recreational opportunities. Members have also begun reaching out to the growing Hispanic population, training leaders and listening to the concerns of the community.

These visible signs of progress are mirrored in the relationships that have developed across once-taboo color lines. As one member put it, "*nowhere else would we probably have talked to each other but here we are now working together, gardening (in community gardens) together.*" **Faith Works** director Donna Bollinger says the organization's work is varied, but all the projects share a common goal. "**It's hard to say we're about a particular issue because we're really about people having charge of their own lives, rebuilding neighborhoods one leader at a time,**" she says. Information from www.roanokefaithworks.org.

Strengthening local economies – With CCHD's help, the **Norris Square Civic Association** of Philadelphia is working for self-sufficiency. The organization has developed a worker-owned construction company, has built townhouses for low- and moderate-income families, administers a training program for neighborhood businesses, and has created a neighborhood market, El Mercado. **Norris Square** members plan to expand El Mercado to house ten vendors and two commercial kitchens. The members will sell fresh food, help incubate businesses, and develop their own line of healthy food products.

The CCHD Economic Development Program (EDP) is focused on **job creation and business development**. The EDP builds upon the Catholic social teaching principles of life and dignity of the human person, the right and duty to participate in society, the dignity of work and the rights of workers, and the preferential option for the poor. From these roots, and CCHD's founding resolution for organized groups of poor persons "to develop economic strength in their own communities," the EDP supports projects that create jobs for low-income persons that offer **just wages and benefits**, as well as **opportunities for business decision-making and ownership**.

CHECKLIST
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Please complete the 2009/2010 Local Community Grant Application (10 pages, plus optional attachments). Your final application packet must include the following information:

- 1. Organization / Project General Information (Application Page 14 – 15)
- 2. List of the Board of Directors or Decision-making Board (Application Page 16)
- 3. Project Questionnaire and Budget Proposal (Application Page 17 – 23)
- 4. **For those agencies who received CCHD Local Community Grant money for projects in 2008/2009** – include a brief report summarizing the accomplishments of that project and a financial report for the use of those funds. **(Failure to include this may jeopardize your request for 2009/2010 funds.)**
- 5. Additional attachments (e.g. brochures, articles, mission statements) can be included.
- 6. This checklist

APPLICATION PROCESS AND DEADLINE

- Discard all old forms and use only the 2009/2010 forms. Please do not alter or change the forms in any way unless instructed to do so by a local CCHD staff member.
- Two signed hard-copies of your application packet must be received by the local CCHD office no later than 4:00 p.m. Eastern Standard Time on January 4, 2010. Early submission is encouraged.
- Submissions should be addressed as follows:

Susan Stevenot Sullivan
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In the interest of minimizing the time all parties spend completing full applications which do not meet CCHD eligibility requirements for local community grants, please complete the following section, answering “yes” or “no” and follow the instructions before completing the entire grant application.

- Our project is primarily concerned with providing basic needs services, such as transportation, medical care/equipment, rent/mortgage assistance or food assistance to individual clients.
- Our organization works on behalf of a specific political party or candidate.
- If our organization receives a grant, the funds will be deposited in a religious organization/church account.
- Our organization performs services or expresses opinions that violate key principles of Catholic Social Teaching. Two specific examples of such items would include offering referrals for abortion services or supporting the death penalty. For further information on Catholic Social Teaching please reference the appendix: **Themes of Catholic Social Teaching**.
- Our organization’s project is concerned primarily with religious recruitment/conversion/spiritual resources.
- Our organization or its project is located outside the territory of North Georgia.
- Our organization has already received three local grants from CCHD in the Archdiocese of Atlanta.

IF YOU ANSWERED “YES” TO ANY OF THESE QUESTIONS, YOUR PROJECT OR ORGANIZATION IS NOT ELIGIBLE FOR FUNDING, PLEASE STOP HERE AND DO NOT COMPLETE THE FORM. Thank you.

IF YOU ANSWERED “NO” TO ALL OF THESE QUESTIONS, THEN PLEASE CONTINUE WITH APPLICATION.

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Name of Organization: _____

Name of project for which CCHD funds are requested: _____

Total Budget for your organization \$ _____

Total Budget for this project \$ _____

Amount requested from CCHD \$ _____

Name and address of person responsible for managing the project:

Project Manager/Coordinator _____

Address: _____

Phone #: _____

Alternate Phone #: _____

Fax #: _____

E-mail address: _____

Name and contact information of person writing this Grant Request if different from Project Mgr:

Grant writer name: _____

Phone #(s): _____

E-Mail address: _____

Is this applying organization:

Incorporated? Yes No

Non-Profit? Yes No

*Tax Exempt: 501(c)(3)? Yes No

If not tax exempt 501(c)(3), this applying organization must use a fiscal agent which is tax exempt 501(c)(3) to receive funds, please provide the following:

Contact person: _____

Fiscal Agent: _____

Address: _____

Phone #: _____

Fax #: _____

E-mail address: _____

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Have you received local CCHD funds in the past? Yes No

If Yes*: Year: _____ Amount \$: _____

 Year: _____ Amount \$: _____

(NOTE: 3 years is the maximum number of local community grant awards that can be received)

If yes, please submit your report on reaching stated goals and objectives for the project that received funding. **Note: Even if you previously submitted a report, another copy must accompany this application.*

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- 1) **Briefly describe the project** for which you are requesting CCHD funds. What are the **goals** of the project? List the **proposed activities** for this year. *(Please, only use the space provided.)*

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- 2) Please provide a brief narrative describing **how your organization would spend the CCHD award**. Also, please fill in the projected budget table attached below. Leave blank income or expense lines that are not applicable to your program. (Please, only use the space provided.)

Proposed Budget

	TOTAL ORGANIZATION	THIS PROJECT	PROJECTED USE OF CCHD FUNDS
Income			
Non-government grants			
Government grants			
CCHD funds			
In-kind donations			
Dues			
Fundraiser(s)			
Other Income			
Total Income			
Expense			
Stipend			
Benefits			
Professional Fees **			
Supplies			
Purchased Services			
Rental/Lease			
Utilities			
Travel & related expenses			
Other Expense			
Total Expense			
Surplus (Loss)			

** **Examples of professional fees include:** *Lawyers, consultant fees, audits, accounting, hired technical assistance trainers, etc.*

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3) How does your organization/project **conform to the principles of Catholic Social Teaching?**
(Please, only use the space provided.)

4) How will this project **address the causes rather than the symptoms of poverty or injustice?**
What institutional change will take place as a result of your work? Please clarify how this project is not about services to individuals or education but about bringing a community together to identify problems and work toward solutions. *(Please, only use the space provided.)*

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7) Describe how your organization meets **50% representation from the low-income community** on the board. If the Board presently does not meet this criterion, please state why and what steps are being taken to **include the low-income community** in the planning, implementing and policy making of this project. *(Please, only use the space provided.)*

8) How does this project **develop new community leaders**? Briefly describe the leadership plan. *(Please, only use the space provided.)*

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9) What are the three most important **accomplishments of your organization** in the past year? (If applicable) *(Please, only use the space provided.)*

10) Briefly state the **organization's history and focus/purpose/mission**. Provide Mission Statement if available. *(Please, only use the space provided.)*

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11) What **collaboration with other organizations** have you developed or planned? *(Please, only use the space provided.)*

12) What **grassroots fund raising** (e.g. membership dues, special events, etc) has been done for this project during the past two years? *(Please, only use the space provided.)*