

2018 Fuel and Hunger Fund Criteria

Catholic Diocese of Richmond

General Description

The Annual Diocesan Appeal makes the Diocesan Fuel and Hunger Fund possible with additional support coming from special contributions.

Grants are made to parishes and Catholic organizations within the Diocese that provide emergency assistance to persons with fuel and hunger needs in their locality. The parish or Catholic organization must be directly involved in assessing individual needs and providing assistance.

All Diocesan Fuel and Hunger Funds must be used for direct assistance and cannot be used for administrative costs.

Who is eligible for Diocesan Fuel and Hunger Fund grants?

Applicants must be Catholic parishes or Catholic organizations within the Diocese of Richmond that provide services in response to emergency needs of individuals and families, especially for food, utilities and shelter. Organizational activities must be consistent with the moral teachings of the Church. Only one application per parish or organization will be accepted.

Priority will be given to those requests where the parish or Catholic organization is directly providing the service. If assistance is being provided in partnership with other churches or community organizations, the Parish or Catholic Organization must clearly describe the role of the parish or organization in this partnership. Funds will not be granted for the purpose of "re-gifting the dollars" to another organization without a direct link between the parish/Catholic organization and the secondary group or organization.

How does a parish or organization apply for funds?

You can fill out the online application found on the Diocesan website, Directory/Propagation of the Faith. Typed grant requests must be submitted using the application form. Completed applications must be received by **Monday, November 6, 2017** and may be sent to:

bgriffin@richmonddiocese.org
(Subject line: Fuel and Hunger Request)

Or by mail to:

Office of the Propagation of the Faith
Re: Fuel & Hunger Request
7800 Carousel Lane
Richmond, Virginia, 23294

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Line-by-Line Instructions

1. Total Financial Assistance:

Fuel Assistance should include all funds expended to help people with heating, rent or shelter needs.

Food Assistance should include all funds expended to help people with meals or groceries.

Other Assistance should include funds expended to provide emergency medical, transportation or treatment assistance to families or individuals.

In-Kind Assistance should include the value of food, gift cards, or vouchers related to direct assistance.

DO include all funds you expend for direct assistance.

DO NOT limit the total to funds provided by last year's Fuel and Hunger grant, if any.

DO NOT include donations made to other organizations.

DO NOT include administrative costs in providing this assistance, e.g. salaries, office rent, etc.

DO NOT include in-kind contributions of volunteer time, donated space, or other indirect assistance.

2. Financial Support: List all major sources of funding.

3-5. Keep your answers to these questions concise. Use only the space provided on the form. You can attach additional sheets to answer these questions with the application.

6. List first and second round funding separately if applicable.

7. Record the amount of funding received from the **previous year's** fund (both rounds of funding if applicable).

8. Check "not applicable" only if you did not receive a grant last year.

9. Indicate the amount being requested.

Be sure to have both the contact person and the priest sign the application.

Any questions regarding this year's application should be sent to bgriffin@richmonddiocese.org

**2018 Fuel and Hunger Fund Application
Catholic Diocese of Richmond**

Instructions: Please refer to the criteria and the line by line instructions in completing this form. **Responses must be typed.** Complete all sections.

Parish or Organization: _____ Date: _____

Mailing Address: _____

City: _____ ZIP: _____

Contact Person: _____ Phone: (____) _____

Email: _____

1. Total funds expended in past fiscal year from _____ to _____ \$ _____

Type of Assistance	Funds expended in Past Fiscal Year	Number of Individuals Served
Fuel Assistance (utilities, heating, shelter)		
Food Assistance (groceries, meals)		
Other Assistance (specify):		
In Kind Assistance		
Total Assistance		

Note: Do not include administrative costs in "funds expended." Do not limit amounts to last year's grant.

2. Financial Support - Report total of funds in section 1 received from all sources during the past year. You may group by major categories.

Major Sources of Support	City	Amount Contributed
	TOTAL Support	

3. Describe: a) how these funds will be used; b) who is eligible to receive help; and, c) the process used to determine eligibility.

4. How many parishioners, volunteers and staff work together to provide fuel and hunger assistance? List each group separately.

5. List other parishes, churches or community groups that you work with in providing fuel and hunger assistance.

6. Amount of funding received from the FY 2017 Diocesan Fuel & Hunger Fund

First round funding \$ _____

Second round funding \$ _____

7. Did you announce receipt of the FY 2017 Diocesan Fuel and Hunger Fund grant in your local parish bulletin(s) or organizational newsletter(s)?

Yes No Not Applicable

8. Amount requested from the Diocesan Fuel and Hunger Funds this year? \$ _____

Contact person's signature: _____ Date: _____

Printed name: _____

Title/position: _____

Parish priest's signature: _____