Catholic Diocese of Richmond - Office of Catholic Schools

Capital Needs Matching Grant Fund

Grant Application

Instructions:

Please complete all portions of the application, submit the required supporting documents, and obtain the required signatures. You may refer to the *'Program Highlights'* section of the Program Guidelines for due dates and response times. Applications may be submitted either electronically or by hardcopy.

- Electronic submissions may be emailed to Ray Honeycutt, Interim Superintendent of Catholic schools – rhoneycutt@richmonddiocese.org and Natasha Feher, Administrative Assistant/Data Specialist – nfeher@richmonddiocese.org. Please carbon copy (cc) the Chair of the School Board and the Pastor for parish owned school buildings.
- Hardcopy submissions may be sent to: Catholic Diocese of Richmond, ATTN: Ray Honeycutt, Interim Superintendent of Catholic Schools, 7800 Carousel Lane, Richmond, VA 23294.

School Name: Click here to enter text.	
Address: Click here to enter text.	
Phone Number: Click here to enter text.	**E-mail Address:** Click here to enter text.
Principal's Name: Click here to enter text.	
Primary Contact Name: Click here to enter text.	
Enrollment K-Grade: Click here to enter text.	**Pre-K Enrollment:** Click here to enter text.
Brief Description of Project: Click here to enter text.	
Total Project Amount: Click here to enter text.	
Amount of Grant Requested (no more than 50%): Click here to enter text.	
Request exemption from 50% maximum limit: Click here to enter text.	
Source of Local Funding and Amount: Click here to enter text.	
Status of Project with the Diocesan Building and Renovation Commission (BARC) (circle one): Choose an item. **Exempt from BARC, explain:** Click here to enter text.	

I certify that:

1. Any grant awarded to this School will be used only for the project outlined in this application and any unused funds will be returned to the Catholic Diocese of Richmond, Capital Needs Matching Grant Fund.
2. I will submit a report to the Catholic Diocese of Richmond within one month of the completion of the project. If the project extends beyond one year, I will submit a report annually, and then upon completion of the project.

Signatures:

_____

Principal Date

_____

Chair, Advisory School Board Date

_____

Pastor, if necessary Date

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Detailed Description of Project
Age of Building: Click here to enter text.
Age of component subject of grant: Click here to enter text.
Expected date of completion: Click here to enter a date.
Narrative Description and Background of Project:
Click here to enter text.
Describe how project will enhance the educational environment for students:
Click here to enter text.
Describe how the cost of the project was developed, i.e., architect, contractor, bid, etc.
Click here to enter text.
Detailed cost of project (attach a separate sheet if necessary):
Click here to enter text.
Provide additional information on the source and timing of local funding:
Click here to enter text.
If the school has building needs identified in the FCA report and those needs are not addressed by the grant request, please provide an explanation regarding how the school plans to address all needs outlined in the FCA report.
Click here to enter text.
If this grant is not approved, what steps will be taken to address this need?
Click here to enter text.

For questions, please call Ray Honeycutt, Interim Superintendent, at (804) 622-5118.

Attachments:

- ❑ Most recent school annual financial report and budget
- ❑ Correspondence with BARC
- ❑ Drawings, bids, renderings, etc.
- ❑ CT1545
- ❑ Proposal Comparison Sheet
- ❑ Checklist

CATHOLIC DIOCESE OF RICHMOND
FORM CT1545

(**Revised 07-01-2014**)

Date: _____

Parish Name: _____ Location #_____

Project Title: _____ Est. Cost $_____

Pastor: _____

Contact Person (If other than the pastor): _____

Telephone Number: _____

Email Address: _____

Building Type (church, school, rectory, social hall or other): _____

Project Type (new construction, addition, renovation or maintenance): _____

Current Funds Available for Project: _____

Is this project being funded by a Capital Campaign? YES ❒ NO ❒

If yes, is an exemption from the Cathedraticum Tax being requested? YES ❒ NO ❒

On a separate sheet, please provide a description of the project. Include the following:

- A discussion of the needs to be addressed by the project.
- The intended capacity (for example, number of seats or classrooms).
- The vision of how the project might relate to the other parish facilities.
- A discussion of the extent of parish involvement to date (communities and at-large).
- A description of professional consultation (architects or engineers) to date.
- A description of the project's financial plan, i.e., sources and uses of funds.
- Other information that would be helpful for understanding the project.

_____

Name and Title (Please Print)

_____ _____

Signature **Date**

PLEASE SEND TO REV. ROBERT J COLE, BARC – COMMITTEE CHAIRMAN AT
frrob@sjavb.org OR 1968 SANDBRIDGE ROAD, VIRGINIA BEACH, VA 23456

Thank you for this information.

A diocesan representative will contact you to assist with the subsequent steps in this process.

PROPOSAL COMPARISON WORKSHEET

	Proposal 1	Proposal 2	*Proposal 3
Company Name	Click here to enter text.	Click here to enter text.	Click here to enter text.
Price	Click here to enter text.	Click here to enter text.	Click here to enter text.
Payment Terms	Click here to enter text.	Click here to enter text.	Click here to enter text.
Description Specifications	Click here to enter text.	Click here to enter text.	Click here to enter text.
Any Comments	Click here to enter text.	Click here to enter text.	Click here to enter text.
Options/ Alternates	Click here to enter text.	Click here to enter text.	Click here to enter text.
Description of Warranty	Click here to enter text.	Click here to enter text.	Click here to enter text.

Capital Needs Grant Matching Fund Program

Checklist of Required Documents:

- ☐ Signed Application
- ☐ CT1545 Form (For all work over $25,000; copy to Fr. Rob Cole: frrob@sjavb.org)
- ☐ Scope of Work
- ☐ Proposal #1

  (Proposals need to be within 10% of one another or a 3rd proposal will be required)
- ☐ Proposal #2
- ☐ Proposal #3, if needed
- ☐ Proposal Comparison Sheet
- ☐ BARC documentation, if applicable
- ☐ Specific Evidence of Donor Match
- ☐ Financial Information
- ☐ Miscellaneous (i.e., Drawings, pictures, etc.)

Email to: Ray Honeycutt: rhoneycutt@richmonddiocese.org
Copy to: Natasha Feher: nfeher@richmonddiocese.org