



MEMORANDUM

TO: Pastors and Principals
FROM: Renée Underwood, CFRE, Chief Development Officer
DATE: March 15, 2024
SUBJECT: Fiscal Year 2025 Catholic School Operating Grant Applications

Thanks to the generosity of the donors to the Annual Diocesan Appeal, I am pleased to announce that the Advancement Foundation is now accepting applications for Catholic Schools Operating Grants for FY215. Last year, \$150,000 was awarded to nine schools for learning support initiatives.

Attached please find the application form. You may also download a writeable PDF of the grant application at: <https://www.advancementfoundation.org/school-operating-grants>

Completed grant application forms and support documentation may be submitted via email, fax or postal mail and must be received no later than **5 p.m. Monday, April 15, 2024.**

Applications will be reviewed by the Grants Committee of the Advancement Foundation. All applicants will be notified by letter prior to June 30, 2024. Grants for schools will be disbursed in ten (10) equal payments beginning in August 2024.

Please remember these criteria as you prepare your application:

1. Grants are for operating expenses, specifically those incurred for learning support initiatives, not for capital projects or tuition assistance.
2. For parochial schools, the parish shall be on track to meet its Annual Diocesan Appeal goal for FY24.
3. If the school has an outstanding loan, payments must be current.
4. The school must be current in its accounts payable.
5. The budget for the school for the current year and proposed budget for FY25 must accompany the grant application.
6. Budgets and/or cost estimates for the purposes outlined in the grant must accompany the application.
7. The grant application form must be completed in its entirety, including all signatures.

Please submit the application and all required documentation by **5 p.m. April 15, 2024** via email, mail or fax:



Advancement Foundation

CATHOLIC DIOCESE OF FORT WORTH

Office Use Only	
School Number	_____
Date Received	_____
Spreadsheet	_____
Amount Approved	_____
Notification Mailed	_____

FY25 Catholic School Operating Grant Application

School Name/City/Number _____

Total Amount Requested \$ _____

Eligible Purposes for Grant Applications: Salary support for Learning Support Staff. Funds may also be used to purchase intervention supplies for students with accommodation plans. **Ineligible Purposes:** Debt payments, construction, renovation, security, maintenance, equipment and other capital expenditures **are not eligible** for an operating grant. Tuition assistance also is not eligible as the Advancement Foundation funds it in a separate distribution. Please **do not** ask for multi-year funding. We require a new application and updated budgets each year. With these guidelines in mind, please briefly identify the purposes for a **School Operating Grant** in the space below:

The following items must accompany the application form:

1. Grant Narrative Statement (see attached)
2. Supporting documentation, such as cost estimates or photographs.
3. A copy of the **school budget** for the current year and the proposed budget for the year of the grant.
When submitting the proposed budget, **do not** include revenue from this grant in your anticipated revenue.

This application must be signed by the Pastor, Principal and the Chair of the Finance Committee. If a grant is awarded, funds will be distributed only for the need described in this application.

Pastor

Date

Principal

Finance Committee Chair

Please submit this application and all required documentation by **5 p.m. April 15, 2024**, via email, mail or fax:

FY25 Catholic School Operating Grant Application Narrative

In this space, please describe the ways grant funds will be used as well as a statement of need. Explain how you will fund these operating expenses in future years if grant funds are not available. If this is a one-time-only request, please identify as such. Please include cost estimates for each part of your total request (e.g. materials, salaries).