

**The Catholic Foundation of North Georgia**  
**5871 Glenridge Dr., Suite 300**  
**Atlanta, Georgia 30328**  
**(404) 497-9440 ♦ grants@cfnga.org**



### **General Grant Application Guidelines**

The Catholic Foundation of North Georgia was established in 1992 by the Roman Catholic Archdiocese of Atlanta. The mission of the Catholic Foundation of North Georgia is to support the ministries of the Catholic community through the effective long-term management of endowment funds and the encouragement of stewardship.

Grant making is restricted to entities in the geographic area of the Archdiocese of Atlanta.

The Foundation focuses its support in the following areas:

- Children/Youth Services
- Community Development
- Education/Literacy
- Health/Sciences
- Human Services
- Religion

Assistance in these sectors is provided for the following purposes:

- Capital Support
- Endowment Support (limited)
- General Operating Support
- Scholarships
- Seed Funds (limited)
- Sponsorship of Meetings and Conferences

The Foundation does not ordinarily support capital construction for parish projects.

The deadlines for submitting a grant proposal are no later than 5 PM on **March 31st** (for spring cycle) and no later than 5 PM on **September 30th** (fall cycle). The grants committee of the board of directors meets in April and October to review grant proposals and to make recommendations for grants to the Board of Directors at the May and November board meetings, respectively. The board's decision will be communicated via written correspondence to grant applicants in June and December and grants will be awarded to the successful applications.

## How to Apply

The General Grant application and all required attachments must be received no later than 5:00 PM on the day of the grant deadline at the mailing address of the foundation or submitted to [grants@cfnga.org](mailto:grants@cfnga.org). You will receive a confirmation of receipt by email within two (2) days of submitting the application. If you do not receive a confirmation, please contact the Catholic Foundation office at (404) 497-9440. *Only one application per organization will be accepted.*

### The following documents are required along with your application:

- Cover letter-to include signature of Executive Director, Pastor or Principal.
- Archdiocesan Departments, Ministries or Offices must have the signature of the Vicar General, the Chancellor, or Bishop to whom they report included on the cover letter.
- A copy of your organization's 501(c)(3) letter from the Internal Revenue Service. Catholic entities that are included in The OFFICIAL CATHOLIC DIRECTORY (The Kenedy Directory) need only reference the page of their listing in the Directory.
- An overall project/program budget for the project/program you are applying for.
- A total annual organizational budget.
- A list of your Board of Directors, Trustees or related Council.
- The name of a Pastor or Catholic Church involved with your organization (if applicable).
- Your organization's most recent audited financial statements (unless you are an entity of the Archdiocese of Atlanta).

**Please do not include additional materials unless it is pertinent to your application.**

### Additional requirements to consider:

The Foundation may require a site visit before final approval of grant awards.

If you have received a grant from the Foundation in the past, all grant reporting for previous cycles must be submitted to the Foundation in order for your new application to be considered. Previous spring-cycle grants must turn in the follow up grant report by February 15<sup>th</sup> of the following year. Fall-cycle grants must turn in the follow up grant report by July 30<sup>th</sup> of the following year. Contact the Foundation if you need a copy of the follow-up grant reporting form or if you are unsure if you have an outstanding report.

Upon approval, a grant agreement between the Foundation and your organization will be required.

**For further questions or for more information, write to [grants@cfnga.org](mailto:grants@cfnga.org) or contact the Foundation at (404) 497-9440.**

***Thank you.***

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**Application for General Grant Consideration**

**Instructions:** Please complete and return this proposal abstract, along with all required attachments.

<b>Part 1. Applicant Information-Fill out information as requested below</b>		
Name of Organization:	Date of Request:	Org EIN:
Address of Organization:		City, State, Zip.
Primary Contact & Title:		Telephone No.
Email address:		Website:
Secondary Contact & Title:	Telephone No.	Email address:
Grant Request Amount:	Total Project Budget:	Org Annual Budget:
If there is a difference between the amount requested and the total project budget, how will you fund the difference?		
Is this a new program for your organization? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If this is a new program, how will the program be funded in the future?		

**Part 2. Proposal Narrative - Please answer all questions listed below. Feel free to add additional space for your answers as needed. Please limit narrative to no more than four pages.**

- 1. Please give a brief description of your organization and its history and mission:**
  
- 2. Specifically describe the purpose of the grant request.**
  
- 3. Why is this program unique? Why is it needed?**
  
- 4. Describe how your organization will measure the effectiveness of this grant and how it will meet the stated need.**
  
- 5. Have you received previous funding from the Foundation? If yes, please provide a brief description of the grant award and time period.**
  
- 6. Describe your plans for sustaining the program after the grant (Funding and other sources).**
  
- 7. Please list other funding sources and amounts applied for, received or committed.**