

# Roman Catholic Archdiocese of Vancouver

## 2018 Project Advance Appeal Grants

### **Application Guidelines**

The annual Project Advance Appeal is an important diocesan-wide fundraising project that provides financial assistance to institutions, programs and ministries of the Catholic Church throughout the Archdiocese of Vancouver. It is an opportunity for all Catholics in the archdiocese to join together and express solidarity with the Church and the Archbishop of Vancouver by making a freewill contribution to help carry on the work Christ has entrusted to us, God's stewards.

The distributions in the "**Special Grants**" category from the Appeal will be handled through a grant application process. To be eligible for the Project Advance Appeal funds, an entity must satisfy the criteria in these Application Guidelines and submit a completed grant application. Please bear in mind that because the Appeal has limited financial resources available for grant making, eligibility does not guarantee funding. If granted, funds will be made available at the latest in the summer of 2018.

### **Application Process**

#### **I. Eligibility:**

- A. The applying entity must be affiliated with the Catholic Church in the Archdiocese of Vancouver.
- B. The program and grant beneficiary must be located within the geographic area served by the Archdiocese of Vancouver.
- C. The project for which funding is requested must conform to the moral and social teachings of the Catholic Church.

#### **II. Limitations:**

- A. Grants are approved on a year-to-year basis, and are not automatically renewable.
- B. Grants are not made:
  - For payments on prior incurred debt
  - To individuals
  - For contributions to general fundraising campaigns
  - For endowment funds
  - For research projects, surveys, planning and feasibility studies, etc.

- For normal operational expenses
- For parish projects or programs EXCEPT for Refugee Sponsorship Initiatives – see separate application.

### **III. Priority**

A. The following priorities will be considered in awarding grants:

- Appropriateness to the ideals of Project Advance
- Projects that serve multiple persons or groups
- Grants for capital initiatives

### **IV. Submission Instructions**

A. Deadlines: Applications for consideration must be received or postmarked no later than:  
**September 30, 2017**

B. Inquiries and completed grant applications should be forwarded to:

**Project Advance Steering Committee  
4885 Saint John Paul II Way  
Vancouver, BC V5Z 0G3  
Phone: 604-683-0281 ext. 50324  
E-mail: paa@rcav.org**

C. Your grant application should include the following:

1. Original grant application form.
2. A financial statement to support your request.
3. Any letters of recommendation or endorsement (optional).
4. A copy of the tax-exempt status letter, if a non-diocesan entity.

## **V. Other Requirements**

- A. Applications must be endorsed by the authorized official of the governing body of the applying entity.
  
- B. Recipients of the Project Advance Appeal grants are required to submit a report on the use of funds they have received.

**Roman Catholic Archdiocese of Vancouver  
2018 Project Advance Appeal Grant Application**

**(Please print or type)**

1. Diocesan Entity Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

4. Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Briefly describe your mission:  
(Please use enclosures if additional space is required.)

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6. Grant Amount Requested: \$ \_\_\_\_\_

7. Reasons for seeking grant:  
(Describe why you are seeking the funds from Project Advance)

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8. Has the applying entity ever received funding from Project Advance in the past?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Application Certification:**

*I have read the Application Guidelines and to the best of my knowledge we qualify to apply. The information in this application and all attachments are true and accurate to the best of my knowledge. I agree to report back to the Project Advance Steering Committee on the use of any grant funds received. I understand that eligibility does not guarantee funding.*

**Endorsement of the authorized official of the governing body of the applying entity:**

Name: (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send the completed application, along with your supporting materials to:**

Project Advance Steering Committee  
4885 Saint John Paul II Way  
Vancouver, BC V5Z 0G3 or by e-mail: [paa@rcav.org](mailto:paa@rcav.org)  
**Application Deadline: September 30, 2017**