



## Grant Application Resource Guide

### Introduction

Through the generosity of our donors, the Catholic Foundation of West Michigan is able to make grants which positively impact our West Michigan community. Together, we work to manifest God's love through our aligned passions and authentic calling to live lives of hope, mercy, and generosity.

The Board of Trustees, members of the Grants Committee, and staff strive to make the granting process as clear as possible. We thank the many ministries serving the social and spiritual needs of the local Catholic community.

### Who can Apply

- Catholic parishes, schools, and diocesan affiliated ministries
- Nonprofit entities in West Michigan that serve communities primarily within the eleven counties of the Diocese of Grand Rapids. The organization's mission, values, and behaviors must align with [Catholic Teachings](#).

Organizations can only submit one grant application per year.

### Grant Projects

Projects should address one or more of the Catholic Foundation's priorities:

#### **Sharing the Catholic Faith**

We are dedicated to spreading the Gospel and fostering a deep, personal relationship with Jesus Christ. Through support for catechesis, evangelization programs, and faith-based initiatives, we aim to nourish and grow the faith within individuals and communities.

#### **Educating Children and Young Adults**

We believe in the transformative power of education grounded in Catholic values. Our funding supports Catholic schools and educational programs that provide children and young adults with a strong academic foundation and a living faith.

## Helping the Poor and Vulnerable

Inspired by the teachings of Christ, we extend our support to the poor and vulnerable by providing vital resources and support. We fund programs that provide basic needs and essential services to those most in need of God's love and mercy.

## Supporting Religious Vocations

We encourage and support those discerning a call to religious life. By funding formation programs and providing other resources, we help ensure future priests, deacons, and religious brothers and sisters are prepared to serve the Church and its mission.

## Caring for Creation

As stewards of God's creation, we champion projects and initiatives that promote environmental sustainability and ecological responsibility to preserve the beauty and diversity of our natural world.

Grants are not ordinarily given for the following:

- Salaries
- Regular operating expenses
- Reimbursements for projects/programs that have already occurred or are already paid
- Requests designated for capital campaigns, loans, endowment funds, or deficit financing

Projects that fall under these criteria may be given priority consideration

- Needs that might go unfunded due to budget constraints
- A test case or one-year project that could be proven effective and then funded through other means for long-term benefit and impact

## Process Overview



## How to Apply

1. Carefully review this resource guide and instructions
2. Create an account on the online Grant Portal.
  - a. Visit <https://catholicfoundationwmi.spectrumportal.net/accounts/signin> and click on register.

## Sign In

Welcome to the Catholic Foundation of West Michigan Donor Portal. Please sign in to continue.

User ID (Email address)

Password

Keep me signed in

[Register](#) / [Send password hint](#) / [Reset password](#)

- b. Complete the Registration:
  - i. Enter your information and set a password
  - ii. Request portal access as a "Grant Applicant." Access will automatically be approved.
  - iii. Enter your organization's information by first searching for your organization. Catholic parishes and schools should already be in our database. *When searching, search "Saint" by "St" without a period.*
3. Complete and submit an online grant application
  - a. On the Grant Applicant home page, you'll see the **2024 Love & Charity Grant Application**.
  - b. You will be able to save the grant application with the ability to return to the application for review and submission.
  - c. If you are applying for a diocesan parish, school, or ministry, a signed acknowledgement letter is required from the pastor, school principal, or diocesan ministry director who is endorsing the project/program. Please complete the Letter of Support, which can be found at [catholicfoundationwmi.org/grants](http://catholicfoundationwmi.org/grants).
4. If additional information is required, the Foundation will contact the individual listed on the application.

## Conditions of Grant Acceptance

If a grant is awarded for your project, you agree to the following as a condition of grant acceptance:

1. The grantee understands this grant will be paid in one installment and will use it only toward the project detailed in the grant application. The grant will not support any programs antithetical to the teachings of the Catholic Church.
2. The grantee will provide a letter of acknowledgement to the Catholic Foundation upon receipt of grant funds. DUE: February 28, 2025
3. If requested by the Catholic Foundation, the grantee is willing to coordinate a conference call or site visit with representatives of the Foundation to document your good work and/or the grant's impact.
4. The grantee agrees to supply the Foundation with information, photos, and/or testimonials for publicity or promotional activities. Resulting pieces will be shared with the grantee who may choose to distribute them through their channels.

5. Submit a Grant Recipient Report including outcomes of program/project, who and how many it impacted (or other performance measures), personal testimony of impact, and photos of the program in action. DUE: July 31, 2025
6. The grantee agrees to send representation to the Catholic Foundation's annual Love & Charity event on Tuesday, March 18.
7. The Foundation may release information regarding this grant to the press and news media and incorporate its content into the Foundation's communications.
8. This grant has been approved by the Trustees of the Catholic Foundation of West Michigan and is accepted by the grantee with the understanding that the Foundation is not obligated to provide additional support.

PLEASE NOTE: if grant terms and conditions are not met, organizations may be required to return the funds and/or be deemed ineligible for future grants.

### Questions?

Please contact us if you have any questions or wish to discuss your project. Our staff can be reached by calling (616) 333-1640 or emailing [info@cfwmi.org](mailto:info@cfwmi.org).

### **About the Catholic Foundation of West Michigan**

The Catholic Foundation of West Michigan is an independent, 501(c)(3) Catholic community foundation and endorsed by the Diocese of Grand Rapids and Bishop David J. Walkowiak. Established in 1995 by Bishop Robert J. Rose, the Catholic Foundation manages charitable funds and distributes grants for a variety of Catholic ministries throughout West Michigan.