

St. Vincent's Home

Description of Grant Process

History

Since 1895, St. Vincent's Home has cared for children. As an orphanage, as a relocation center for displaced youngsters, as a residential treatment center for emotionally disabled adolescents, and as a child-placing agency through Catholic Charities, St. Vincent's Home helped children in need.

In 1973, the board of St. Vincent's Home changed the focus of its child care effort, closed the institution and determined to broaden its services both geographically and programmatically. It established the St. Vincent's Home, making selective grants to others engaged in kindred activities.

Purpose of St. Vincent's Home

Each year, as resources permit, St. Vincent's Home makes selective loans or grants to projects which further the original purpose of St. Vincent's Home. From its historical basis as an orphanage, the corporate purpose was "to provide for the general care of and assistance to friendless and orphaned children". Its purpose continues to be providing for the general care of and assistance to children who are in special need.

To be consistent with its purpose, the St. Vincent's Home will focus on those projects that assist children who are in the greatest need. Projects that address children in general should explain the extent to which the project also supports children who have special needs, such as poverty, family breakdown or other disadvantage.

Proposals for special projects addressing the needs of the most disadvantaged children will be considered from Catholic parishes and schools but funding from the St. Vincent's Home are not sufficient to provide for the continuing expense or operating budgets of parishes and schools nor for tuition assistance.

St. Vincent's Home does not fund staff salaries.

Funds are allocated on a non-denominational basis and will not be distributed to government agencies. However, projects or activities for which funding is requested must conform to the moral teachings of the Roman Catholic Church. **Additionally, organizations that work with children must document their efforts to perform background checks of employees and volunteers that work or have direct contact with children in order to be eligible for grant.**

Grant Proposals

A) Application

The application must be typed. The application form includes four parts:

Part I: Organization.

Part II: The Project.

Part III: Project Funding Sources.

Part IV: Budget Summary (with attached current organization budget).

B) Summary

Proposals for St. Vincent's funding must include a two-page summary. This summary, and the completed application form, are the only information most board members will see regarding each

proposal. Additional documentation may be enclosed for staff review, but it will not be sent to all board members.

The summary, which is not to exceed two pages, must include the following information:

1. Name, address and phone number of the organization.
2. Mission statement of sponsoring organization.
3. The amount requested from St. Vincent's Home.
4. The amount of the applicant's annual budget (both the project and the organization).
5. Goals and objectives of the project briefly stated.
6. How these goals and objectives relate to the purpose of St. Vincent's Home.
7. A brief summary of the organization's recent accomplishments.

Enclosures

You may also include newspaper articles, correspondence, or program outcomes that can be measured.

Mail application and summary to:

St. Vincent's Home
780 West Central Park Ave
Davenport, IA 52804-1901

Application Deadline

To be considered at the Fall Board meeting, applications must be postmarked by **September 15**

Prior to the board meeting, a member of the board will contact the organization to discuss the proposal. This board member will then make a recommendation to the full board about funding.

Geographic Region

Applicants are to be located within the 22 counties of the Diocese of Davenport or serve children within the Diocese of Davenport.

Issuance of Funds

After the board meeting, applicants will be notified of board action. Checks to those applicants receiving funds will be sent on January 1.

Progress Reports

For each project funded by St. Vincent's Home, a Progress Report must be submitted. No additional funding application will be considered until Progress Reports are submitted from the previous grant. It is best to submit the Progress Report along with the applications for funding on **September 15**.

501(c)(3) Status:

All organizations applying for a St. Vincent's Home MUST submit a copy of the organizations 501(c)(3) current status with the application.

For Further Information

If you have questions regarding any part of the application process, or your organization's qualifications, please contact Deacon Kent Ferris at the Diocese of Davenport, 563-324-1911, or e-mail at guerrero@davenportdiocese.org Fax: 563-324-5811.