

**A grant can be received for two consecutive years, after which one year must pass before another application can be submitted.**

**The 3 major criteria used to evaluate grant applications are:**

- 1) Priority will be given to new or continued initiatives taken by agencies or parishes that enhance or provide for a foundation of self-sufficiency, a *Hand-Up*; for example, use of Dynamic Budgeting.
- 2) The agency or parish outreach program will have a mission of providing social services with a focus on *improving* on basic human needs (food, clothing, shelter, jobs etc.); for example, promoting healthier ways to use food pantry items, making a *Hand-Out* into a *Hand-Up*.
- 3) Applications will only be accepted from recognized Catholic social service agencies and Parish social service outreach programs within the Diocese of Trenton.

**Essential Information:**

- Grants will not be given to fund building upgrades, operating deficits, research projects or cost of fund-raising, but 20% may be used to support the salary of a person needed for the project.
- Applications received after the deadline will not be considered.
- **The Application form provided with these instructions must be used.** *Applications submitted on any other form or in any other format will not be considered.*
- A site visit to potential grant recipient may be necessary.
- An end of the year report is due by grant recipient.
- Grant monies must be used within a year of receiving the grant. At this time a determination will be made re: grant funds that have not been spent.
- Grant recipient must be willing to publicize how the grant was used by the Diocese of Trenton.