

Catholic Campaign for Human Development (CCHD) – Diocese of Trenton

Instructions for Annual Grant Application

Application period: September 1st to the 1st Monday of October

Overview:

CCHD, a Catholic Social Service program within the Diocese of Trenton, offers a grant once a year.

The grants are made possible based on the CCHD annual collection taken up parishes within the Diocese of Trenton in the Fall, usually the weekend before Thanksgiving. 75% of monies collected is sent to the United States Conference of Catholic Bishops national office of CCHD and 25% is retained by the Diocese of Trenton and awarded in grants. *Please keep this in mind when the collection is taken up each year – the higher the collection amount, the more grant funds available for distribution.*

Each year grants are awarded in amounts of \$2,000-\$10,000 each. Grants can be received for two (2) consecutive years, after which one (1) year must pass before another grant application may be submitted.

Criteria for Grant Evaluation:

The three (3) major criteria used to award grants are the following in order of priority:

- 1) A new project or continued initiatives to enhance or provide for a foundation of sustainable self-sufficiency, a *Hand-Up*; for example, use of Dynamic Budgeting; enabling an individual to learn new tools, obtain a higher paying job; or take concrete steps toward a personal goal.
- 2) A new or continued initiative with a focus on *improving* basic human needs (food, clothing, shelter, jobs etc.); for example, promoting healthier ways to use or cook food pantry items, converting a food pantry from a pre-prepared bag of food items chosen by the volunteers to an “open concept food pantry” (making a *Hand-Out* into a more respectful *Hand-Up*).
- 3) Applicants must be recognized Catholic social service agencies or parish social service ministries/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% of a grant may help fund the salary of a person needed for the project.
- Applications received after the deadline will not be considered.
- The Application form provided must be used. *Other forms or formats will not be considered.*
- A site visit to potential grant recipients may be necessary.
- At the end of the grant year, a report is due by grant recipients. The report form to use is on the CCHD webpage. Failure to submit a report may impact consideration of future grant applications.
- Grant money must be used within a year of receipt. At the end of that time, a determination will need to be made regarding any grant funds that have not been spent. Contact CCHD Liaison noted below.
- Grant recipients must be willing to publicize how the grant is to be used by the Diocese of Trenton.

Submission and Review of Grants: Applications will be due on the **First Monday of October** each year and will be reviewed by the diocesan grants review committee. Applicants will be notified in November.

Brenda L. Rascher, MSW, JD, Diocesan Liaison
Catholic Campaign for Human Development
Office of Catholic Social Services – Diocese of Trenton

Email to:
brasch@dioceseoftrenton.org