

# GUIDELINES

# BISHOP'S EDUCATION GRANT

## PURPOSE

To assist in the financing of Catholic parish-based faith formation efforts.

## GENERAL RULES

- This grant is not to be relied upon to fund what should be an annual or routine faith formation program expense.
- Simply because a parish receives a grant one year does not guarantee funding for future years.
- Applications for the grant must have a plan of financial sustainability for the ongoing maintenance of the proposed program.
- The diocese may choose to assist in funding initiatives up to 50% of the total cost. Qualifying funding initiatives are listed under "proper uses". Exceptions will be determined on an individual basis.
- The diocese reserves the right to decline funding or modify the awarded amount from the original request.
- Each parish may be awarded a maximum amount of \$3,000 per fiscal year.
- Materials should not be purchased or agreements with outside entities should not be completed prior to grant approval. Grant approval will be communicated to the parish after review. Following grant approval, receipts of the purchase(s) must be provided for the approved awarded reimbursement to be distributed. The reimbursement will not be made until all receipts are received.
- Applicant must be a parish representative such as a priest, deacon, or parish employee and the funds sought must be directly at the service of the parishes within the Diocese of Sioux City.

## PROPER USES

- The purchase of faith formation, youth ministry, or marriage preparation curriculum for the first year with the aim of updating material from a previous and out-of-date program to a new one.
- Catechesis of the Good Shepherd (CGS) materials for use in a new atrium with trained catechists. If an atrium closes and material is no longer used in the proper context of CGS, the material must be returned to the diocesan Office of Faith Formation for distribution to a parish that is implementing CGS as intended. Grant funds cannot be used for furniture, shelves, and tables for the atrium.
- First year costs for parishes starting Vacation Bible School.
- First year costs for new Family Life or Pastoral Ministry initiatives.
- Parish technology upgrades to better meet the needs of rapidly changing culture around us. Examples: television in youth room, digital catechetical subscriptions for first year.
- Formation, ministry, or training initiatives.

# GUIDELINES CONTINUED

## PURPOSES OUTSIDE OF GRANT GUIDELINES

The below items fall within parish expenses or yearly budget items and the grant will not cover them:

- Annual expenses. For example: routine purchases of curriculums, textbooks, student gifts. etc.
- Staff salaries/wages.
- Event fees: Registration costs and travel fees for individuals to attend an event. Please refer to the Lay Ministry Scholarship for assistance with event costs.
- Furniture (shelves, tables, chairs, etc.)
- Standard classroom supplies (paper, art supplies, bulletin boards, whiteboard markers, binders, etc.)

## FOLLOW-UP DOCUMENTATION

An application is not considered complete and will not be processed until documentation of anticipated expenses is received.

- Documentation showing the estimated total costs of the project must be included with the application. For example, a print-out of a pending invoice, item description including the cost, or a contract.
- For grants to fund CGS, an Excel document with projected costs of the items, images showing cost of second-hand items, or online expected purchases, etc. should be submitted. The diocese is aware that this program has unusual expenses, but we need documentation showing expected expenses.

## CONTACT INFORMATION

Please contact the Director of the Office of Faith Formation with questions regarding the Bishop's Education Grant.

**Karmen Bower, [karmenb@scdiocese.org](mailto:karmenb@scdiocese.org)**

## TO APPLY:

CLICK HERE – [www.scdiocese.org/bishops-education-grant-for-parishes](http://www.scdiocese.org/bishops-education-grant-for-parishes)

or SCAN –



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OF SIOUX CITY  
OFFICE OF FAITH FORMATION**