



The John G. and Marie Stella
KENEDY MEMORIAL FOUNDATION

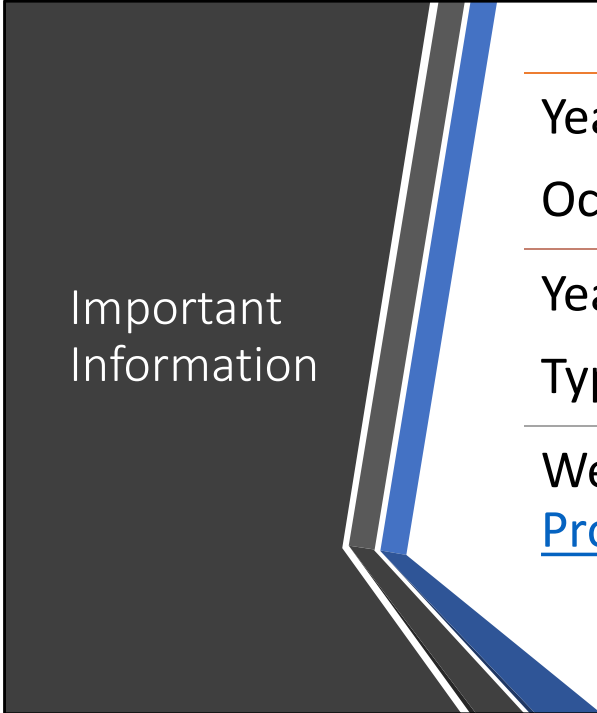


DIOCESE OF
CORPUS CHRISTI
Office of Stewardship & Development

Applying for a Kenedy Memorial Foundation Grant

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Hello. This is Antonio Mejia, Grant Coordinator for the Diocese of Corpus Christi. This presentation was created to provide direction and assistance when it comes to applying for grants through the Kenedy Memorial Foundation. This presentation will assist with all factors involved in the grant process.



Important Information

Yearly Deadline:

October 15th

Yearly Meeting Date:

Typically May/June

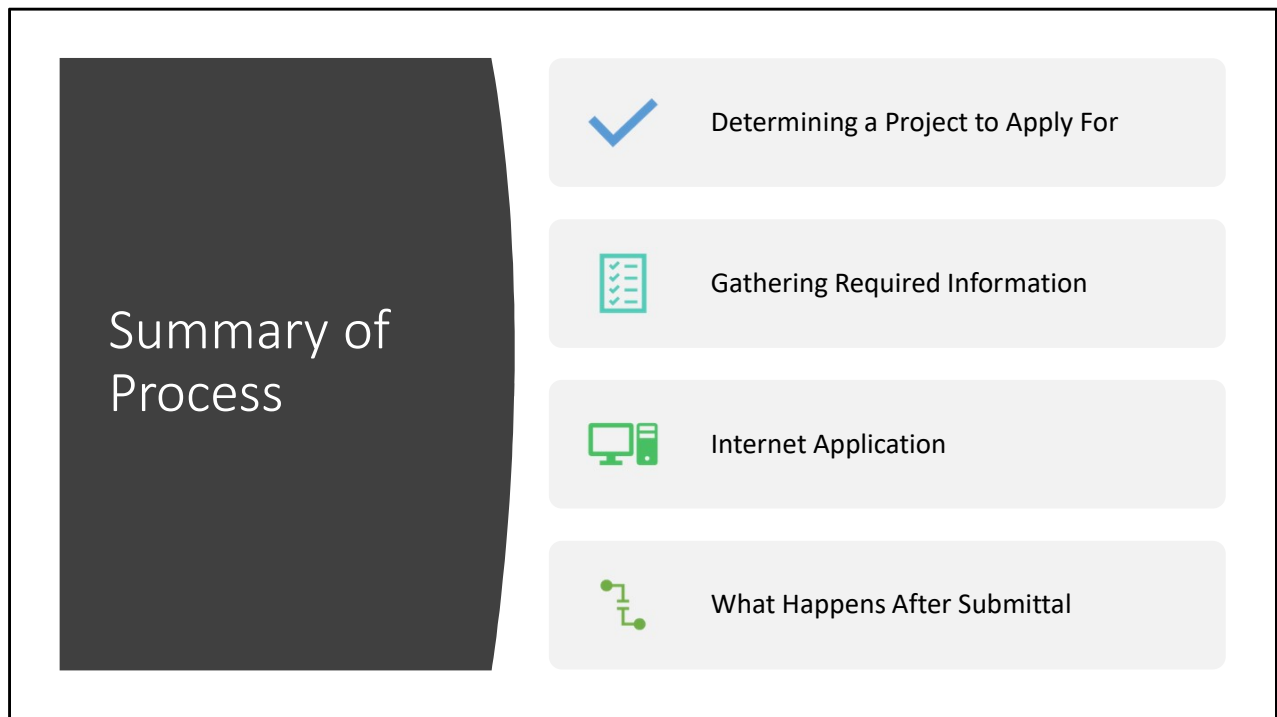
Website: [KMF Application
Process](https://kenedy.org/grants/application-process/)

Before getting to the information regarding the application process, I would like to convey some important information:

First, the yearly deadline for applications that is set by the Kenedy Memorial Foundation is October 15th. All applications for consideration should be submitted no later than this date.

Secondly, the yearly meeting date the Kenedy Foundation discusses what grants will be funded is typically in May or June.

Lastly, a link to the website that has valuable information on grants and is used for application is provided. If, for some reason, you cannot click the link, go to <https://kenedy.org/grants/application-process/>



For application, we have divided this presentation into 4 sections:

- Determining what project you wish to apply for
- Gathering the required information for application
- Going through the application on the internet
- A small explanation of what takes place after submitting the application

Each of these sections should provide clarity in what type of projects can be funded, what is needed for application, and simplifying the actual application process.

Determining a Project to Apply For

Programs & Events

- Support for Religious Education Programs
- Support events for Youth Ministries
- Support education and catechesis

Construction & Purchases

- Support purchase of computer equipment
- Support construction of additional classrooms
- Support renovation of buildings

The first step in applying for a Kenedy Foundation Grant will be determining what project your organization will apply for: this slide is designed to give a few examples of the type of projects that are funded through the Kenedy Foundation.

There are two categories of grants that are provided; the first category is Programs and Events. These types of grants can involve a vast array of categories, but a few examples of past awarded grants are those listed in the left column above. Most times, these type of grants are to help extend programs to a larger base, provide aid in costs for items such as Religious Education instructors or Youth Ministers, or even buying new materials such as textbooks.

The second category of grants are Construction & Purchases. As the name states, these grants focus on projects involving repair, renovation or brand new construction of buildings or larger purchases beyond the scale of a few small items. A few examples include, but are not limited to, those listed in the right column above.

A distinction between these two categories becomes relevant in the next section: Gathering Required Information.

Gathering Required Information

EXHIBIT "A" TO GRANT APPLICATION TO
THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Applicant must attach as Exhibit "A" a copy of Applicant's most recent IRS Determination Letter showing tax-exempt status. A Catholic entity should include only a copy of the page from the Official Catholic Directory listing.

- Only a copy of the Diocese of Corpus Christi Official Catholic Directory entry is required.

EXHIBIT "B" TO GRANT APPLICATION TO
THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION (NEW APPLICANTS ONLY)

If Applicant is a corporation, sectarian or non-sectarian, Applicant shall attach as Exhibit "B" copies of the following current documents: Corporate Charter (Articles of Incorporation), Bylaws.

- Not Required for Diocesan Grants

EXHIBIT "C" TO GRANT APPLICATION TO
THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Applicants will attach as Exhibit "C" a list of current Board of Directors and Officers to include addresses, phone numbers, and e-mail addresses, and a copy of the corporate minutes authorizing the filing of a grant application request from the John G. and Marie Stella Kenedy Memorial Foundation.

- Not Required for Diocesan Grants

This portion of the presentation will focus on gathering the required information to ensure that you have everything for the grant application. For this, we will be using the listed required "Exhibits" from the Kenedy Foundation Website: all of these exhibit documents will be entered when completing the internet application. A link will be placed on the top right corner of these slides if, at any time, you wish to follow along on the site. (The URL for the website is <https://kenedy.org/grants/application-process/>)

Exhibit A requires documentation showing tax-exempt status. The only item required is a copy of the Diocese of Corpus Christi OCD entry: this will be sufficient in determining IRS tax-exempt status. This document is available from my office if you require.

Exhibit B is for corporations and does not apply for the Diocese of Corpus Christi and is not required.

Exhibit C is for organizations with boards of directors and officers and does not apply. Documentation for this section is not required.

Gathering Required Information

EXHIBIT "D" TO GRANT APPLICATION TO

THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Applicant shall attach as Exhibit "D" a summary of the following data:

- (a) A list of funds requested from all sources for this project or activity.
- (b) A list of all funds received from others for this project or activity.
- (c) If the application is for construction, renovation or purchase of new equipment, describe the amount of funds needed in the future for the operation and/or maintenance of the project. Describe the source of these funds. (d) If the application is for construction, were bids taken for the project? Yes or No. (e) If Yes, please list the names of bidders and amounts.

- If applicable, funding requested from other organizations.
- For Constructions & Purchases, Estimated Maintenance cost as well as listing of bidders and bid amounts.

EXHIBIT "F" TO GRANT APPLICATION TO

THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Applicant shall attach as Exhibit "F" a copy of the most recent annual financial statements (audited if available), and Form 990 if filed by Applicant.

- Financial statements for office, parish or school displaying revenues and expenses

EXHIBIT "E" TO GRANT APPLICATION TO

THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Applicant shall attach as Exhibit "E" a copy of a detailed budget for the project or activity. In the case of an ongoing program or activity, include the budget for the last year, the current year and the following year.

- Project/activity budget sheet, showing details of expenditures.

EXHIBIT "G" TO GRANT APPLICATION TO

THE JOHN G. AND MARIE STELLA KENEDY MEMORIAL FOUNDATION

Is there any pending or threatened litigation, regulatory action or claim against (1) your organization or entity, (2) an officer acting as a representative of your organization or entity, (3) or your governing board? If yes, please provide the background of each matter in Exhibit "G".

- If applicable, MUST include background of items

Continuing from the previous slide, we will now look at Exhibits D through F.

Exhibit D is where the distinction of the Project is a Program/Event or Construction/Purchases Grant.

- If funds for the requested project were requested from another organization other than the Kenedy Memorial Foundation, information regarding that will need to be placed in this Exhibit. If this applies, a document showing the name of the organization and the amount requested and amount received will be sufficient.
- If the grant is for a Construction and Purchases project, A document showing the estimated cost for future operation and maintenance will be required: this information will likely come from the contractors on the project. Furthermore, if the project had bids taken on the project, the name of the bidders and bid amount will be required.

Exhibit E is the detailed budget of the project: this will be the breakdown of the costs associated with the project that is being applied for.

Exhibit F is the financial statements displaying the revenues and expenses of the parish, school, etc. that is applying for the grant.

Exhibit G MUST include, if applicable, backgrounds on any pending or threatened litigations

or claims against the applying organization.

Internet Application

The image displays three screenshots from the Kenedy Foundation's website. The top-left screenshot, titled 'How to Apply for Grants', shows a link to the 'Eligibility Quiz (Click here)'. The top-right screenshot, titled 'Eligibility Quiz', shows a series of six questions with drop-down menus for selection. The bottom-left screenshot, titled 'Please Sign In', shows a login form with fields for 'E-mail' (containing 'tmeja@diocesecc.org') and 'Password' (containing '*****'), with options for 'New Applicant?' and 'Forgot Password?', and a 'Login' button.

How to Apply for Grants
[Eligibility Quiz \(Click here\)](#)
To start you must pass the Eligibility Quiz (link above). Passing the Eligibility Quiz will give you immediate access to the online application.

Please Sign In
Welcome to The John G & Marie Stella Kenedy Memorial Foundation. Please enter in your e-mail and password below to access saved applications and to complete your online forms. If you are a new applicant, please create a log in by entering in your e-mail and choosing the first option below.

E-mail: Password:
New Applicant? ☐ Forget Password? ☐

Eligibility Quiz

Is your organization currently recognized as a 501(c) 3?
-Select One- *

Will grant funds requested be used exclusively within the state of Texas?
-Select One- *

Will grant funds be used to pay for an already completed project?
-Select One- *

Will grant funds be used for political expenditures or lobbying activities?
-Select One- *

Does your organization have any outstanding status reports from any previous grants awarded by the foundation?
-Select One- *

Is there any pending or threatened litigation, regulatory action or claim against (1) your organization or entity, (2) an officer acting as a representative or your organization or entity, (3) or your governing board? If yes, please provide the background of each matter in Exhibit "G".
-Select One- *

The next three slides will contain a general overview of the application that the Kenedy Foundation has on their website. To begin, the Eligibility Quiz must be taken to determine if your organization is eligible to apply.

On the website link on the top right corner (link URL <https://kenedy.org/grants/application-process/>), please look for the section titled “How to Apply for Grants” with the link labeled “Eligibility Quiz (Click Here)” and click the link: how this looks on the site can be seen on the slide on the top left. Once clicked, you will be asked to sign in: if you do not have an account for the school or parish established, create an account to continue. This account is only used to save the grant applications and to send copies of the submitted application after it is completed: a sample of the login screen can be seen on the bottom left of the slide.

After logging in, there is a quiz with drop down menus corresponding to the 6 questions presented. If all criteria are met, the website will take you to application! A screen grab of the Eligibility Quiz can be seen on the right side of the slide.

[Grant Website](#)

Internet Application

1 I. GENERAL INFORMATION
2 II. GRANT PROJECT DATA
3 PRIMARY DAY TO DAY CONTACT INFORMATION
4 Attachments
5 Review My Application

I. GENERAL INFORMATION

Required before final submission

Request Date:

If Applicant is a Catholic Diocese, please select the Diocese you are associated with in the pull down menu below:

Organization Name:

Address:

City:

State:

Postal Code:

Telephone: Please use the following format: (xxx) xxx-xxxx

Fax: Please use the following format: (xxx) xxx-xxxx

E-mail Address: (include web address if applicable)

Tax ID:

Primary Function:

PRIMARY DAY TO DAY CONTACT INFORMATION

Required before final submission

Prefix:

First Name:

Last Name:

Suffix:

Title:

Contact Telephone: Please use the following format: (xxx) xxx-xxxx

Email Address:

Now that the Eligibility Quiz has been completed, you should now be in the application! At the top of the application screen, you should see a ribbon containing 5 sections: General Information, Grant Project Data, Primary Day to Day Information, Attachments, and Review My Application. For this slide, we will look at the Sections 1 and 3.

Section 1 General Information will contain the names of your organization (parish or school name for example) along with primary information, including address, telephone number and tax ID. In this section, the Request Date can be the day that the application will be submitted. At the bottom of the application page click the “Next” button to proceed to the next section.

Section 3 Primary Day to Day Contact Information will contain the name and contact information for the person who will be in charge of the grant: for Diocesan grants, this will be the priest in charge of the parish, principal of the school, or head of the department. At the bottom of the application page click the “Next” button to proceed to the next section.

[Grant Website](#)

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II. GRANT PROJECT DATA

♦ Required before final submission

♦ Amount of Grant Request:

♦ Total Project Budget:

♦ Name/Title of Grant Project:

Brief History or Background of Organization:
(NEW APPLICANTS ONLY)

♦ Project Description and Purpose: (Goals & Objectives)
(If Applicant is a sectarian charity, please state how this project generally has impact on the Catholic Church)

♦ Please provide the steps you will take during the next year to make your program financially stable for the foreseeable future.

♦ Project Start Date:
(On what date will the project begin?)

Anticipated End Date:
(On what date will the project be completed?)

We will now look at Section 2 Grant Project Data: this will be the section containing the core information of the project that the application is for! The requested amounts, project budget and details of the grant will be entered here. The information that is to be in each section is in the title, but here are a few tips for this portion of the application:

- The Amount of Grant Request should not exceed the total budget of the project.
- Name/Title of Grant Project does not have to be in depth. Some example titles can be those found on the Determining a Project to Apply For slide.
(an example would be “Support Replacement of Plumbing in Church Building”)
- Project Description and Purpose will be the section in which a thorough, detailed description of the project undertaking will be placed to let the Kenedy Foundation know exactly what funding the project will accomplish.

Once all required sections have been filled in, you may proceed to Section 4 Attachments.

[Grant Website](#)

Internet Application

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Upload
 The maximum size for all attachments combined is 50 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: EXHIBIT A TO GRANT APPLICATION TO ▾

File Name: Choose File No file chosen

Upload

Save & Finish Later Review & Submit

Uploaded Files

Title	File Name	Uploaded	Size	Remove?
EXHIBIT A TO GRANT APPLICATION TO	test.docx	9/20/2019	12 KB	
EXHIBIT E TO GRANT APPLICATION TO	test_VER_1.docx	9/20/2019	12 KB	
Total size of uploaded files			24 KB	
Available			51,176 KB	Remove

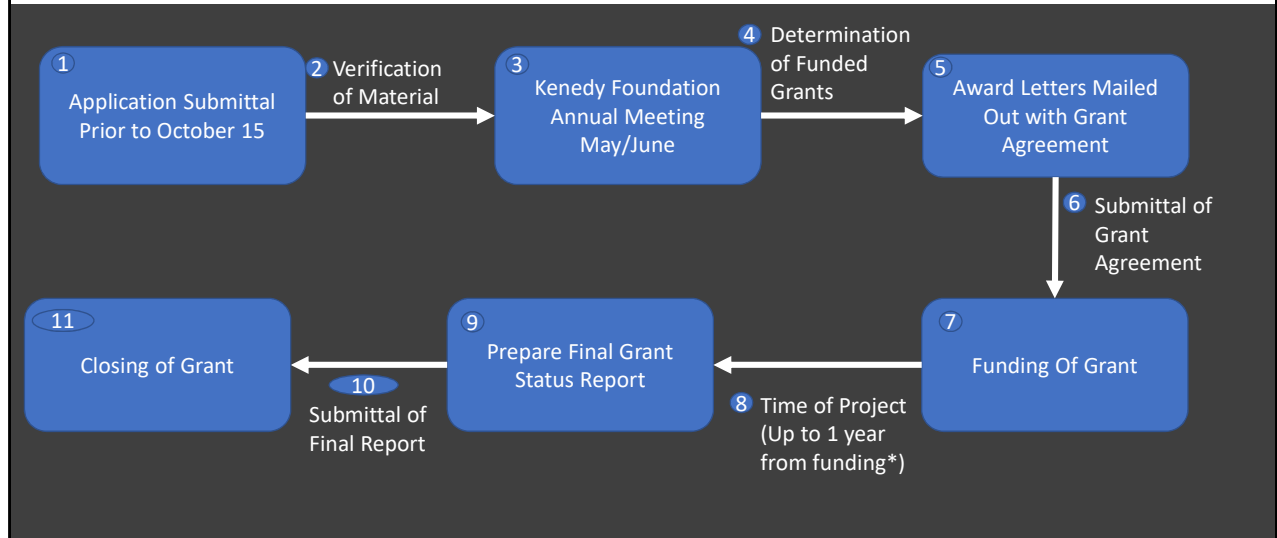
We will now look at the last section: Section 4 Attachments. This will be the section where all of the documents from the Gather Required Information section will be placed. The step for uploading are as follow:

- Click the dropdown menu next to "Title" and select which exhibit you would like to place the document under.
- Click the "Choose File" button next to "File Name"; this will prompt you to locate the document you wish to place.
- Once file for the exhibit has been located, click the upload button. Please note that multiple documents can be uploaded per exhibit if required.

As files are uploaded to the exhibit, they will appear at the top of the application page: an example of this can be seen on the bottom of the slide. Once all documents have been uploaded, click the "Review & Submit" button. This will take you to the final section: Section 5 "Review My Application." The final section only requires you to look over all information that has been provided to ensure that it has been entered correctly. Once all information is confirmed, click the "Submit" button at the bottom of the page, and you will be done with the application. It has now been submitted to the Kenedy Memorial Foundation!

You will then receive an email with a copy of the submitted application. Please forward a copy of this email to me (at tmejia@diocesecc.org) so that I may retain the document in my office.

What Happens After Submittal



Now that the application process has been discussed, I wanted to provide some clarity as to what happens during the life cycle of the grant process. This slide will provide some information as to the entire process: the portions of this process will be discussed in detail in other presentations.

1. The grant application is submitted to the Kenedy Memorial Foundation (the end goal of this presentation!)
2. The Kenedy Foundation will verify the application and documents and ensure that all necessary items are present.
3. The Kenedy Foundation Board will meet to look at all applicants in May or June of the grant year.
4. The grants that will be funded are determined.
5. Award Letters are sent to those grants that are funded along with a Grant Agreement.
6. Executed Grant Agreements are submitted back to the Foundation.
7. A grant is funded, meaning that the funding is sent out and the project may begin.
8. The grant's life cycle begins the day funding occurs and has exactly one year from that date to reach completion*.
9. A Final Grant Status Report is to be completed by the end of the grant's cycle showing the details of grant spending and results that were reached.
10. Submission of an Executed Final Grant Status Report to the Foundation for review.

11. Once accepted, The grant is now considered closed.

Contact Information

Antonio Mejia
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Diocese of Corpus Christi
tmejia@diocesecc.org
Phone: 361.693.6662

I hope this presentation has been helpful in guiding you through applying for grants online with the Kenedy Memorial Foundation. If there are any further questions or you require assistance with any portion of the grant process, please feel free to contact me via email or telephone and I will be glad to assist. Thank you and have a wonderful day.