

Grant Guidelines and Application

The Minnesota Catholic Relief Fund (MCRF) is an emergency relief fund designed to meet the urgent needs of our Catholic parishes and schools during the COVID-19 pandemic. The MCRF is entrusted to the experienced and faith-consistent stewardship of the Catholic Community Foundation of Minnesota (CCF) in close partnership with Most Reverend Bernard Hebda, Archbishop of St. Paul and Minneapolis.

**GRANTMAKING IMPACT GOAL**

Grants from the MCRF will provide financial relief for Catholic parishes and schools in the Archdiocese of Minneapolis and St. Paul. The intent of funding is to contribute to operational stability for parishes and schools during this time of disruption.

**DECISION-MAKING**

An MCRF grant distribution [Advisory Committee](https://ccf-mn.org/relief/#advisorycommittee) has been formed. It includes religious and lay leaders within our Minnesota Catholic community who collectively have material insight into the challenges our parishes and schools are facing during the economic downturn caused by the COVID-19 crisis. All advisory committee members also hold considerable financial and grantmaking expertise. The MCRF Advisory Committee is working in close collaboration with the Archdiocesan [Economic Task Force](https://www.archspm.org/etf/) (ETF) in its financial analysis.

**CRITERIA FOR ELIGIBILITY**

Catholic parishes (with or without parish schools) and Catholic regional elementary schools in the Archdiocese of Saint Paul and Minneapolis are eligible to apply if they meet the following criteria:

* applied for support from the Payroll Protection Program (PPP)
* taken measures to control spending and boost contributions
* completed a cash flow analysis
* can demonstrate an urgent financial need
* provided updated financial data to the ETF (see next page)

Regarding ETF: If your parish or school utilizes ParishSOFT, please continue to update your financial information in a timely manner. For those parishes and schools that do not utilize ParishSOFT, please provide your financial data directly to Catholic Finance Corporation. The financial data needed for analysis includes your most recent FY2020 detailed Statement of Financial Activities (P&L) and your Statement of Financial Position (Balance Sheet). Please send your financial data to ETFinfo@catholicfinance.org. Submit this application separately, to the address at bottom.

**AWARD PROCESS**

* Application opens: MON. APR. 27. 2020
* Application deadline: MON, MAY. 4. 2020
* Anticipate decisions will be announced by WED. MAY. 13. 2020

Funding will proceed through a series of grant rounds as funds are available. Those who apply in a round who do not receive funding will be automatically considered in any subsequent round along with new applications. Please be aware that grant making in any grant round depends on MCRF fund development progress and the available grant budget for that round.

**APPLICATION**

1. Contact info
   * Parish or School Name & City:
   * Your Name & Title:
   * Your Phone & Email:
2. Scope of need
   * By how much have your anticipated revenues decreased as a result of the crisis (contributions, plate, spring fundraisers, tuition collection, closed preschool, etc.)?
   * What was your requested loan amount through the Payroll Protection Program? Has your loan been approved?
   * What other emergency measures have you already taken to a) reduce or delay expenses, and b) strengthen remaining revenue streams?
   * What were your total monthly expenses before the crisis (including school if applicable)?
   * What is your projected total monthly expenses in the next 3-6 months (including school if applicable)?
3. Scope of need (continued)
   * Please disclose all parish assets, including cash accounts, savings accounts, agency funds, endowments, investment accounts, etc. regardless of restrictions or purpose. Which of these balances are legally restricted for that purpose vs. earmarked?
   * What high-need or under-resourced population(s) does your community serve?
   * Feel free to contextualize your financial situation from your own viewpoint.
4. Requested Amount

Parishes with schools can request up to $20,000  
Parishes without schools can request up to $15,000  
Regional/Independent schools can request up to $10,000

* + Amount Requested: $
  + What is the urgent need you have identified that this grant will be used for?

1. Consultation
   * Have you consulted with your Principal (if applicable), trustees, and finance council regarding your application? Do they support, and agree with the stated use?

**TO SUBMIT**

Please send your completed application to CCF Program Officer Meg Payne Nelson at   
[**nelsonm@ccf-mn.org**](mailto:nelsonm@ccf-mn.org). Meg is happy to respond to any questions you have prior to submission.