FRANCISCAN FOUNDATION

Guidelines for Grant Approvals

Criteria for Grant Applications (only applications that meet the criteria will be considered)

1. Major interest areas of the Foundation are health services, education and social services.

2. The Foundation is especially interested in projects which will survive the initial project support; financial planning by the requesting agency should include careful analysis of sources of funding which will provide permanent support. The Foundation will consider requests for capital as well as operating grants.

3. Requests which ask for partial support will generally receive greater priority than one which looks to the Foundation as a single funding source. Matching grant programs which attract money from other sources to the project means each Foundation dollar goes further in support of community projects..

4. While grants are not restricted solely to local areas, the Foundation prefers to provide grant support to agencies in the areas served by the various Missions of the Franciscan Sisters of the Sacred Heart.

5. Grants are made only to organizations having recognition under Section 501(c) (3) of the Internal Revenue Code. The Foundation makes no grants to individuals or other foundations.

6. Grants generally are not made for: reduction of debt, underwriting operating losses, personal educational benefit, endowment funds, individual research unrelated to health, education or social services, or continuing subsidies.

7. Individuals interested in discussing funding of a program need only call or write the Foundation. Foundation personnel will assist in whatever manner they can in the preparation of the application.

8. Project grants, including building projects, will not be funded until after the project has been committed.

9. Grants are normally made for one year. In some cases, commitments are made for several years. Usually, funding beyond the first year must be supported by evaluative reports of prior progress and indication of specific timetables for self-support.

Application Guidelines

1. The Foundation Board of Trustees considers grants once per year. Grant requests ***must be postmarked or hand-delivered by September 15*** in order to be considered at the Board meeting held in October or November.

2. Organizations seeking a grant must use the form provided. A digital form can be requested at sisters@fssh.net. ***The original space provided for each response must be maintained***.

3. If the grant applicant is not the Chief Administrator of the organization, a letter of support from the Chief Administrator is required.

4. The maximum grant request is $2,500.00.

5. A 501(c) (3) letter must be attached even if submitted in previous years.

Approved Grants

Approved grants must be used within one year from the date of approval. An extension may be considered if some unforeseen circumstance necessitates it. This must be submitted to and approved by the President.

Approved September 4, 1986
Revised September 29, 1988
Revised December 5, 1991
Revised February 25, 1993
Revised August 29, 1996
Revised March 7, 2002
Revised December 5, 2003
Revised November 8, 2007
Revised November 8, 2012
Revised October 26, 2017

FRANCISCAN FOUNDATION

9201 W St Francis Road, Frankfort, IL 60423-8330

DATE OF APPLICATION:

➔ **MUST POSTMARK OR HAND-DELIVER BY SEPT. 15**

GRANT APPLICATION

Name of Organization Requesting Grant

Address

City State Zip

CONTACT INFO FOR PERSON SUBMITTING APPLICATION

Name

Title

Address *(if different than above)*

City State Zip

Phone / Extension

GRANT AMOUNT REQUESTED: $

☐ The Franciscan Sister of the Sacred Heart with whom I have discussed this application (*required*):

Sister .

☐ My 501(c) (3) letter is attached (*required*).

☐ I am **not** the Chief Administrator of my organization; therefore, a supporting letter from this person is attached. This person's signature below confirms his/her review of the application.

Signature

Title

Responses must be on this form using only the allotted space (*no additional materials will be accepted*).

Description of organization for which funds are being requested:

Description of project to be funded and reason for its need:

Project timeline (current status, stages, if any, and completion date):

Major project objective(s) and plan for meeting objective(s):

Plan for evaluating the project:

Principal cost elements and total cost of project:

Financing: 1. Funds obtained to date & their sources 2. How balance will be met 3. When/how project will become self-supporting

Application may be emailed to sisters@fssh.net if 501 (c) (3) and supporting letter (if needed) are included and form spacing is not altered. You may also hand-deliver the application or mail your application to:

Franciscan Foundation
9201 St. Francis Road
Frankfort, IL 60423-8330
Attention: Secretary