Instructions for Completing the Online Grant Application

- Incomplete applications will not be processed
- DO NOT recreate this application or bind it with staples, rings, rivets, string or any other means
- Responses must be on the application form unless otherwise specified
- Organizations with overdue evaluations will not be considered
- All budgets MUST be given in UNITED STATES DOLLARS and ENGLISH
- Individual pages CANNOT be saved. You must complete the entire application all at once
- ALL support documents and correspondence MUST include the Application Number
- You can attach requested documents throughout the application using the provided fields

Questions regarding the application can be sent to staff@thekochfoundation.org or execassistant@thekochfoundation.org

Page 1  **DO NOT RECREATE THIS PAGE**

Provide the legal name, postal address, city, state/province, country, zip/postal code, and valid email of the applying organization as recognized by your diocese. If your organization has a web site, please provide the URL. Use the line above each field to type your responses.
1. **For U.S. organizations only**: Attach a copy of your organization’s listing in the U.S. Official Catholic Directory (OCD) to the application and the Internal Revenue Service (IRS) Determination Letter.

2. If the applicant is part of, connected with, or controlled or sponsored by another organization, please provide the name of the organization and explain the relationship.

3. Please provide a brief history of your organization. You must include when it was founded, why it was founded, and its mission. *There is an 800 word limit on this field.*

4. Please list any and all applications your organization, diocese, or religious institute has made to the Koch Foundation.
5. Enter the name of the diocese where the proposed project will be implemented. Enter the name of the religious
    institute, if any, that will oversee the project and indicate its status.

6. Provide a full description of the project including what the project will achieve, why it is necessary, how the project will
    be achieved, who will oversee the project in the future, and if the project involves construction. *There is an 800 word limit
    on this field. Please state whether the organization administering the project owns the land and has obtained all of the
    necessary permits (if applicable). Attach copies of these documents to the application.
7a. Enter the amount you are requesting from the Koch Foundation in **U.S. Dollars only**.
7b. Enter the total cost of the project **in U.S. Dollars only**.

8. Enter the dates when the funds you are requesting will be used. The Koch Foundation only funds projects for one (1) year ending no earlier than March 2013.

➤ Complete the budget table for the project. Please list in the “Use of Koch Foundation Funds” **what categories the Koch grant would fund**, amounts other funders will support, any in-kind support and the **total amount** for each item. Itemize all costs on the budget page provided, if possible. Attach an additional sheet itemizing each category showing use of Koch funds. Projects requesting funds for equipment, construction/renovation, or items under “Other” must attach invoices for these sums to the application. Invoices must be in English and U.S. Dollars (USD), or a translation must be provided.

➤ **All funding must be shown in US Dollars.** The following sites provide free online currency conversion services: www.xe.com or http://xcurrency.com

➤ Projects requesting construction MUST attach a copy of proof of ownership of the land on which they will build. Construction materials MUST be listed on a separate sheet.

➤ **ALL PROJECTS MUST HAVE SOME MONIES COMMITTED TOWARDS THE PROJECT IN ADDITION TO IN-KIND SERVICES/DONATIONS.**
Addendum: Example budget page and breakdown of category expenditures

7.a. Enter the amount being requested for the project in **U.S. Dollars:** $15,000 **MUST MATCH TABLE**

(Grants are provided for one year only)

b. What is the total cost of the project in **U.S. Dollars?** $75,000

8. **Beginning date of the project:** 00/00/0000  **Ending date of the project (MUST BE AFTER March**

**Funding Distribution:** 11/11/1111

**Budgets in U.S. Dollars are required for all projects submitted for Koch funding**

<table>
<thead>
<tr>
<th>Project Budget</th>
<th>Use of Koch Foundation Funds</th>
<th>Other funders</th>
<th>In-Kind Services (donated services and/or materials)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach an additional sheet if necessary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and benefits</td>
<td>$8,000</td>
<td>$15,000</td>
<td>$0</td>
<td>$23,000</td>
</tr>
<tr>
<td>Travel and/or Lodging</td>
<td>$500</td>
<td>$7,000</td>
<td>$0</td>
<td>$12,000</td>
</tr>
<tr>
<td>Printing &amp; Postage</td>
<td>$1,200</td>
<td>$10,000</td>
<td>$0</td>
<td>$11,200</td>
</tr>
<tr>
<td>Supplies including food</td>
<td>$1,500</td>
<td>$7,000</td>
<td>$1,000</td>
<td>$13,500</td>
</tr>
<tr>
<td>Equipment</td>
<td>$2,200</td>
<td>$6,000</td>
<td>$0</td>
<td>$8,200</td>
</tr>
<tr>
<td>Other</td>
<td>$1,500</td>
<td>$5,000</td>
<td>$0</td>
<td>$11,600</td>
</tr>
<tr>
<td>For projects requesting support for construction costs only: Construction (materials and labor) Attach the estimate from the contractor and proof of property ownership.</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total (in U.S. Dollars)</td>
<td><strong>$15,000 MATCH</strong> 7A</td>
<td>$50,000</td>
<td>$10,000</td>
<td><strong>$75,000</strong></td>
</tr>
<tr>
<td>Amount received toward this project <strong>$50,000</strong></td>
<td><strong>$10,000</strong></td>
<td><strong>$60,000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This amount must be the same as the amount provided in response to question #7a.**

*** Amount must equal total amount received towards the project as stated in response to question #9.

Revised 10/2011
Koch Foundation Grant

Explanation of Budget Categories:

For: [Diocesan Office Name]

[Grant Applicant overseeing project]

Office: Area Code-phone number
Fax: Area Code-phone number

Grant Application #

Category for core objectives: (eg. Catholic schools, mass media, direct evangelization)

- Salaries – Sample items (three office staff includes partial salaries and benefits)
- Travel – Sample items (airfare to conferences)
- Printing – Sample items (religious materials for youth and children’s ministry)
- Supplies – Sample items (Office supplies, refreshments for youth group and children’s ministry, and events)
- Equipment – Sample items (laptop computers, Smartboards and printers, LCD projects and screens)

Other (Associated but not directly in line with expenditures)– rental of meeting space for youth gatherings, rental of sound equipment
9. List the names of other funding sources and amount requested or received for the project including in-kind services (services and/or materials donated). Attach an additional sheet if necessary.

- Do not send blueprints or architectural drawings
- Do not send books, publications, CDs or DVDs, or copies of presentations
Discuss why the project is needed and how it will promote evangelization. Explain the ways in which the project will positively affect evangelization and how the evangelization objectives of the project will be met.

*There is an 800 word limit on this field.*

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**For parishes, churches, diocesan schools, programs, or Catholic organizations not supported by a religious institute:** Complete all contact information, including a valid email address. The local Bishop/Vicar General/Apostolic Administrator from the diocese where the project will be implemented must provide an original signature on the application and a hand-signed letter, in English, supporting the project requested in the application. **Stamped signatures on the application and/or letter of support ARE NOT ACCEPTED. Color scans will be accepted as placeholders for the originals. The same Ordinary must sign the application and letter.**

**For projects administered and financially supported by a religious institute:** Include a hand-signed letter of support, in English, from the Bishop/Vicar General/Apostolic Administrator of the diocese where the project will be implemented. In addition, you must include a letter of support, in English, from the Superior. **Stamped signatures on the letters ARE NOT ACCEPTED. Color scans will accepted as placeholders for the originals.**

Complete all contact information for the Superior of the Congregation, including a valid email address. If there are any questions about your application, staff will use the email provided to contact your Superior for clarification.

**Xerox copies or faxed copies of page 6 or the letter(s) of support WILL NOT BE ACCEPTED.**
For organizations located outside of the U.S. ONLY

Overseas applicants must contact a fiscal agent in the United States who is either personally known to them or their organization to determine their willingness to serve as fiscal agent prior to sending the application. DO NOT CONTACT FISCAL AGENTS THAT ARE UNKNOWN TO EITHER YOU OR YOUR ORGANIZATION. Complete all contact information for the fiscal agent who will accept and disburse funds to you if the application is approved. The fiscal agent's organization must be listed in the U.S. Official Catholic Directory. Checks will not be issued to personal accounts. The fiscal agent must send a letter of agreement to the Koch Foundation stating their willingness to act as fiscal agent for your project. The Koch Foundation will NOT identify, assign or contact a fiscal agent on your behalf. Please send a copy of your application to your fiscal agent.

INTERNATIONAL APPLICANTS ONLY

Applicants located outside the United States MUST CONTACT a parish, religious congregation or organization in the United States to act as their fiscal agent through which potential funds may be distributed. This organization must be listed in the current issue of The U.S. Official Catholic Directory published annually by P.J. Kennedy & Sons. The fiscal agent MUST send a signed letter to the Koch Foundation stating their willingness to serve in this role.

Please provide the contact information for your fiscal agent below:

<table>
<thead>
<tr>
<th>Name of United States Nonprofit Catholic Organization</th>
<th>OCD Page #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Contact Person</td>
<td>Title</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State and Zip Code</td>
</tr>
<tr>
<td></td>
<td>( )</td>
</tr>
</tbody>
</table>

Area Code & Telephone Number

Area Code & Fax Number

Email address