Grants Process Guide
Start to Finish Steps For Your Success
Thank you for your interest in the Koch Foundation Inc. This guide is designed to assist our applicants in understanding the application process – how long it takes and what is required – so that you are aware of your project’s place in that process, and so that you can put together the best possible content for submission.

A good application can be evaluated both on the merits of the work to be done and whether or not the paperwork has been completed correctly. For this reason it is of vital importance that we receive accurate and appropriately labeled information from our applicants. This information, the content of your application, is what allows us to assess not only the need but also the feasibility of a project. It is this content that we must show to our auditors and the IRS. If the information is incomplete or is provided improperly then our ability to continue to fund worthy projects is jeopardized.

Accuracy is not the only virtue of a successful application. Brevity in both descriptions and explanations is also essential. While the emotional backstory of a project is important, and indeed this type of impact is what we hope to facilitate with our funding, it can detract from the project itself, causing the reader to focus on the past circumstances rather than the present need. Providing clear, concise answers to the questions on the application is the best method to insure a successful submission.
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Section 1 | Understanding the Process

To the uninitiated the application process can seem like a quagmire, a bottomless pit of difficult and sometimes confusing paperwork that appears to have little relationship to your needs for the project. Though it may feel this way at first, be assured that all the documents we require are both relevant and necessary for completing the grant process.

With that in mind, let’s begin by explaining the purpose of each document:

Letter of Request – This is our first contact with your organization and our introduction to your project. It is also the first step in our process. Submitted at the beginning of each calendar year the information provided in a letter of request allows us to determine whether or not a project falls within our funding guidelines, and so whether or not an application will be sent. There are three important points that should be covered in the letter of request. The first is the nature of your organization. Be sure to state plainly that your organization is a Catholic not-for-profit. If the organization has a relationship with a Religious Congregation (explanation provided under the section on page 3) or is directly responsible to the diocese, it is a good idea to mention this relationship in the letter of request. The second crucial point is to describe the project for which you are requesting an application, as clearly and concisely as possible. Is the construction of your new chapel about to begin the second phase? Then by all means provide a brief explanation of what will happen in the second phase. Thirdly, you must state how much your project will cost in total and how much you are asking from us, in USD.

Grant Application – This is the main body of the process, both for you the applicant and our staff, for it is by the application that a project is judged for funding. For this reason, we require specific data in equally specific formats. This data not only illustrates the need of the project, but also the impact of the project. An explanation of how this works will be provided further on in the guide

Associated Documentation – The various support documents that enhance the application. We use these documents and the information they contain to determine how the project will be supported, either financially, spiritually or both, by the broader community.

Fiscal Agent Letter – A letter from a representative of a US-based organization listed in the Official Catholic Directory that is willing to receive grant funds on your behalf. Your Fiscal Agent must know you personally, or be personally known to someone in your Congregation or Diocese, and must be willing to vouch for the authenticity of your project should any questions arise.

Proof of ownership – A deed of sale or a lease agreement, this is only required for construction projects, and helps to ensure that we do not provide funds to a project that will not be able to move forward due to legal reasons.

Land Use Permit – In countries where government approval is required for construction, or where the local municipal government requires permits for renovations, you will be asked to provide some proof that you have this approval.
US Official Catholic Directory – For organizations in the United States only, this is undeniable evidence of your organization’s good standing within the Catholic Church.

IRS Determination Letter – For organizations in the United States only, this two page letter from the IRS is proof that your organization is recognized by the Federal Government as a not-for-profit and therefore any donations are tax deductible.

Letters of Support – Depending on the organization applying and the type of project, the number of these support letters may vary, however the weight they carry does not. It is through these letters, written by individuals holding prominent positions within the Church hierarchy that we come to know how the project is perceived by the Church. We also learn how the project operates within the context of the local community, how it represents the mission of a Diocese, Vicariate Apostolic or Order, and how it will be supported by that community. A project that is out of step with the community is unlikely to receive a favorable review.
Section 2 | Anatomy of an Application

Here we will analyze the form, page by page, explaining the questions and desired responses, and providing tips on completing each section of the application.

The Application Checklist provides you with a list of all the documents you need to complete your application submission. If you have requested a paper application form, the Checklist will be attached to your application. Online applicants can download a printable copy of the Checklist here:

Returning the Checklist is not required, however it is recommended as it allows us to know immediately if the application being submitted is accompanied by all the required supporting documentation. Physically ticking off each item can also help you keep track of what documents you have and which you need to acquire on one convenient list.

Expert Tip: Compile all the documentation you need ahead of time to ensure that you submit a complete application.
Page 1 provides you with a set of basic instructions for completing the form, along with a reiteration of the required supporting documents and contact information for the Foundation. This is also the page where you tell us what organization is requesting assistance and what the best postal address for that organization is, so that if your application is approved for funding we can promptly notify you. An application with a blank page 1 will not be processed, and instead will be put on hold until page 1 is completed and sent to our office.

It is vitally important that you read the instructions on this page, as failure to comply with these instructions can cause your application to be considered incomplete. Incomplete applications cannot be processed, and so are placed on hold while corrections or additions are made, which means they are among the last to be reviewed. In extreme cases, an incomplete application will be returned to the applicant to be redone, which can take even longer.

We would like all of our applicants to successfully submit complete applications, so we are available to answer questions and clarify confusing points during standard business hours. Please bear in mind that our offices are located on the East Coast of the United States (UT -5:00) so for some of our applicants the general inquiry form on the website might be the best method of contact.
Page 2 reminds our US applicants to attach copies of their listing in the Official Catholic Directory (OCD) and their IRS Determination Letter. For those of you unable to afford a copy of the US OCD, please contact your Diocesan Curia and ask either for a copy of the Diocese’s listing or your parish’s listing.

Not all parish offices have a copy of the IRS Determination Letter, either, since nearly all parishes are covered under the United States Conference of Catholic Bishops (USCCB) Group Ruling. You can download a printable PDF of the current ruling from the USCCB website here: [http://www.usccb.org/about/general-counsel/tax-and-group-ruling.cfm](http://www.usccb.org/about/general-counsel/tax-and-group-ruling.cfm)

Question #2 might seem difficult but if your organization does not answer directly to a Congregation (see the Expert Tip on the next page for an explanation of this term) then you simply answer “No.” Organizations that do answer directly to a Congregation would answer “Yes,” and then provide the Congregation’s name.

You will also be asked to provide a brief history of your organization on page 2. The word “history” often calls to mind images of great thick books of facts and anecdotes, but what is needed for the application is a summary of your organization’s history. Three short paragraphs, covering the establishment of the organization, its mission and goals, and its current activities, are all that we require. Following this summary is the list of past grants your organization has received from our Foundation. We understand that sometimes records are lost during a move, so it will not count against you if you do not remember the Grant Application numbers from years past. We do ask, however, that if you are unsure as to the past funding history of your organization that you state that in response to question #4 on this page.
Page 3 is where you finally have the chance to talk about your project. First you need to tell us the name of the diocese, archdiocese or vicariate where the project will take place, so that we have a geographical context for the project. This helps us to determine the overall level of need, as well as to understand what other type of support is available. Next, you are asked if a Congregation is involved with the project, and to denote what that Congregation’s status is.

**Diocesan** – A Religious Institute that was founded in a diocese and/or by a diocesan ordinary. Often the headquarters of these Congregations are located within the diocese or country of their founding.

**Pontifical** – A Religious Institute either erected or approved by formal decree from the Holy See. These Congregations typically have a General Curia in Rome.

**Autonomous** – A Religious Institute whose direct superior is the senior member of that community. These types of Congregations might have a Mission or Development Office in Rome, but rarely possess a hierarchy beyond the individual monasteries and abbeys though several abbeys might join together as a federation for financial or logistical reasons.

Expert Tip:
Wherever the word “Congregation” appears in the application, it refers to a Religious Institute such as the Society of Jesus, Sisters of St. Joseph, or Order of Friars Minor, and not to a parish.
Page 4 is data intense and requires that you have a detailed budget and timeline for your project readily available. Take care that the sums entered into the three (3) columns (Koch Funds, Other Funds, In-Kind Donations) add up in the final column, as well as in the bottom four (4) rows. The total entered at the bottom of the Koch Funds column should be the same as the total amount requested from the Foundation in Question #7a. The total entered at the bottom of the Total column should be the same as the total amount of the project in Question #7b. It is important that all sums are given in US Dollars. Banks charge a fee to convert local currencies into USD however you can make these conversions yourself, at no cost, by using the Currency Converter found here: [http://www.xe.com/ucc/](http://www.xe.com/ucc/)

The table does not allow for much detail, so we ask that you provide a separate sheet of itemizations for the following areas:

◊ Supplies including food  ◊ Equipment  ◊ Other  ◊ Construction/Renovation

Since the Koch Foundation receives far more requests than we have funds available, we are not able to fully fund projects. For this reason we require all applicants to seek out additional or alternate sources of funding, and to list these sources in Question #9. Private donors may, of course, remain private however we do need to know how much has been received or promised towards a project by these donors. Failure to answer Question #9 may cause delays in the processing of your application.
Page 5 is the Impact Statement, where you are asked to provide a justification for the project. On previous pages you have been asked to provide facts; on this page you have the opportunity to illustrate the project’s potential. While the Koch Foundation’s mission is evangelization the majority of the projects we fund have other, equally important effects on the local community. Page 5 is the place to tell us about these effects as well.

Page 6 is a page whose importance cannot be stressed enough. Not only is your personal contact information included on page 6, but the contact information, signature and seal of the local diocesan ordinary as well. Though a small percentage of projects do not require the signature of a diocesan ordinary on page 6, the vast majority do and without that signature are ineligible for review.

The signature of a diocesan ordinary on page 6, the same diocesan ordinary who supplies your letter of support, is concrete evidence that your project is supported by your diocese. Knowing that you have this support assures us that we are providing assistance to a project that is welcomed by the community.

Furthermore, we cannot visit all the parishes who ask us for help, so we must rely upon the Hierarchy of the Church, her Bishops and Cardinals, her Provincials and Abbesses, to help us assess where the greater need lies and which projects can best serve that need.
Page 7 only applies to overseas applicants, so if your organization is located in the United States, you can skip this page altogether.

For those of you not located in the US, this page is mandatory. You must locate and contact a representative from a US-based organization that is listed in the US OCD, a representative who knows you or your project personally and is willing to serve as Fiscal Agent for your project, and provide that representative’s contact information here. Not only does a completed page 7 reassure us that you have a Fiscal Agent, it also provides us with an alternate contact should there be any questions about the application during the review process, or later on when funds are distributed.

The Koch Foundation does not locate or contact Fiscal Agents for our applicants because we do not know who in the US knows you and your project. If you experience difficulty finding a fiscal agent, ask your local Bishop or Congregational Superior for advice. If there are Catholic lay missionaries nearby, seek out their assistance. If all else fails, contact your country’s Papal Nuncio.

Section 3 | Following Up Your Funding

As seen in the preceding pages a properly completed application will bring you closer to achieving your financial goals, but the process does not end there.

Once your application and all required support documents reach our office, they are compiled into book form for our Board of Directors to review. If they take the decision to fund your project, you or your fiscal agent will receive notification and/or payment according to whatever arrangements you have made. Included with the notification letter is the Grant Agreement. It is imperative that you sign and return the entire Grant Agreement as soon as you are able, as this agreement is your pledge to adhere to our rules for reporting and use of the funds.

Part of these rules relate to the Progress and Final Reports. Not all projects necessitate a Progress Report but we encourage you to update us after six (6) months have passed from the time you received funding. Progress Reports may be informal, consisting of little more than a brief letter and some pictures.
The Final Report, however, must be submitted in a specific format which is available in hard copy or from the website. This report consists of four (4) simple questions that help us to understand how the project was actually implemented and its real impact on the community, and an account of exactly how Koch funding was spent. Final Reports are due twelve (12) months after funding was dispensed. Failure to submit a Final Report can cause your organization to be deemed ineligible for future funding. Should a year pass and you have not yet spent all of the grant money, you must write our office and explain the situation. In this letter you should state why you have funds remaining, how you wish to use those remaining funds and request permission to do so. It is only after you receive permission from our Board that you may use grant monies for any purpose other than the project explicitly described in your original application. Should the Board consider your proposal to be too different from that original project, you may be asked to return the balance of the grant funds to the Koch Foundation.
Section 4 | Glossary

**Fiscal Agent** – Member of a US-based organization listed in the United States Official Catholic Directory that has Federal Tax Exempt status either through the USCCB Group Ruling or its own 501(c)(3), who is authorized to accept grant monies on behalf of an applicant. Must be personally known to the applicant or to someone closely connected to the applicant’s project, and be willing and able to vouch for the applicant should the IRS require it.

**Congregation** – Within the Roman Catholic Church, the term “congregation” currently has two (2) usages.

- To refer to the highest-ranking departments of the Roman Curia
- To denote a grouping of monasteries or chapters of canons regular, where all of these congregations come under the jurisdiction of a single superior

Prior to the 1983 Code of Canon Law, the term was also used to denote a religious institute of consecrated life that had simple vows, whereas those with solemn vows were referred to as “religious orders.” That distinction was dropped in the 1983 Code and replaced by the single term “religious institute” for all institutes of consecrated life.

Due to the fact that a considerable portion of the *Annuario Pontificio* maintains the historic distinction between “orders” and “congregations,” but does not differentiate between the two for the Eastern Catholic Churches, the Koch Foundation continues to use the term “congregation” as interchangeable with the term “religious institute.”

It is worthy of note that only in the English translation of the current Code of Canon Law is the term ever used to describe the people at Mass, where the Latin is given as *populi concursus*.

**Ordinary** – An officer of the Church who by reason of office and ecclesiastical law has ordinary power to execute the Church’s laws. Known as an *Hierarch* in Eastern Christianity.

The following are local ordinaries:

- Supreme Pontiff – As head of the Latin Church and the universal Catholic Church, the Pope is a local ordinary (and therefore also an ordinary).
- Diocesan/eparchial bishops (eparchs) and all prelates who head a diocese, apostolic vicariate or prefecture, territorial prelature or abbacy, or a personal prelature
- Apostolic vicars, exarchs, apostolic prefects, and ecclesiastical superiors who head a *mission sui iuris*
- Administrators *sede vacante*, apostolic administrators, and diocesan administrators
- Vicars general and *protosyncelli*
- Episcopal vicars and *syncelli*

There are other clerics who are also ordinaries (Latin Church) or hierarchs (Eastern Churches), but are not local ordinaries (Latin Church) or local hierarchs (Eastern Churches):
- Patriarchs, major archbishops, and metropolitans who head *sui iuris* churches
- Superiors of religious institutes and of societies of apostolic like, including abbots and major superiors over their respective religious orders
- Ordinaries of personal ordinariates
Section 5 | Contacting the Foundation

There are multiple lines of communication that will help you successfully reach the correct information

Web Site: http://www.thekochfoundation.org

Phone: 352.373.7491

E-mail: staff@thekochfoundation.org

Postal Mail:

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