

The background of the entire page is a photograph. It shows a pair of hands, likely belonging to a woman, holding a small, ornate book or rosary. The hands are positioned in the center-right of the frame. The book is open, showing a page with a red and white design. A rosary with white beads and a gold cross is draped over the book. The background is a deep red, textured fabric, possibly a chair or a piece of clothing. The lighting is warm and soft, creating a serene and contemplative atmosphere.

Grants Process Guide

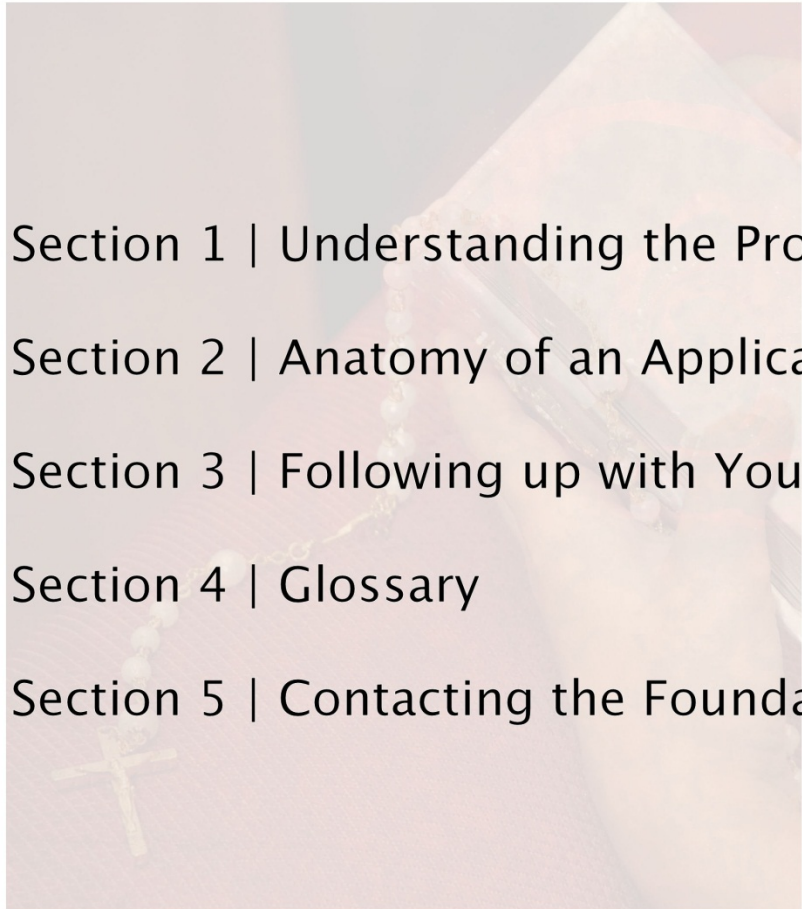
Start to Finish Steps For Your Success

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.

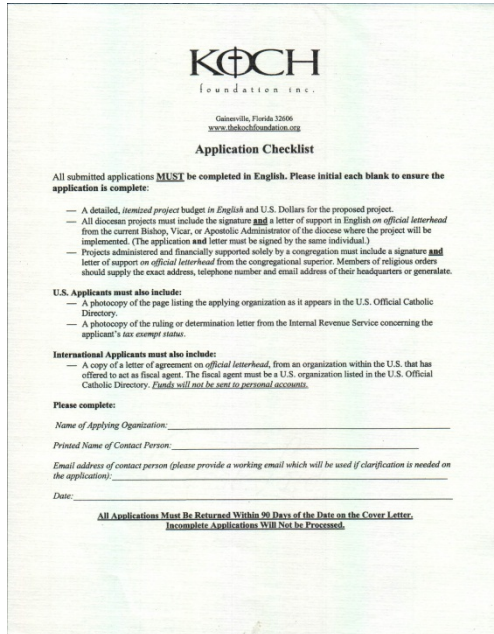
US Official Catholic Directory – For organizations in the United States only, this is undeniable evidence of your organization’s good standing within the Catholic Church.

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 image shows a printed 'Application Checklist' from the Koch Foundation Inc. The header features the Koch Foundation logo and contact information: Gainesville, Florida 32608 and www.kochfoundation.org. The title 'Application Checklist' is centered. The main text states: 'All submitted applications **MUST** be completed in English. Please initial each blank to ensure the application is complete:'. It then lists requirements for project budgets, diocesan projects, and projects administered solely by a congregation. Below this, it specifies requirements for U.S. Applicants (photocopy of U.S. Official Catholic Directory, photocopy of IRS ruling) and International Applicants (copy of agreement on official letterhead). At the bottom, there are fields for 'Name of Applying Organization', 'Printed Name of Contact Person', 'Email address of contact person', and 'Date'. A footer note states: 'All Applications Must Be Returned Within 90 Days of the Date on the Cover Letter. Incomplete Applications Will Not be Processed.'

Expert Tip:

Compile all the documentation you need ahead of time to ensure that you submit a complete 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.

KOCH
Foundation Inc.

4421 NW 39th Avenue
Building 1, Suite 1
Gainesville, Florida 32606
(813) 373-7491
www.kochfoundation.org

GRANT APPLICATION
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Legal Name of Organization _____
Mailing Address _____
City, State, Country, Zip Code _____
Email address _____

Instructions for completing this grant application are enclosed. If the application does not contain all the required information stated below, it will not be considered for funding.

1. Facsimile, scanned, bound, Xeroxed copies or computer-generated reproductions of this application will not be accepted.
2. All applications and supporting documents must be completed in **English or a translation must be provided.**
3. The project identified in the original Letter of Request must match the project described in the application.
4. The following supplemental documents are REQUIRED:
 - A. For parishes, churches, schools, diocesan programs or Catholic organizations **not solely supported by a congregation:** A hand-signed letter of support on official letterhead, including the diocesan seal, from the Bishop, Vicar or Apostolic Administrator **where the project will take place** must be submitted with this application. Please provide the contact information in English for the individual who has signed your application and letter of support. **Copies of scanned or stamped signatures on letters of support or the application will NOT be accepted.**
 - B. For projects administered and financially supported **solely by a congregation:** A hand-signed letter of support on official letterhead, including the diocesan seal, from the Bishop, Vicar or Apostolic Administrator **where the project will take place** must be submitted with this application. In addition, a hand-signed letter of support in English on official letterhead from the Congregational Superior must be submitted. Please provide the contact information in English for the individual who has signed your letter of support, and for the Bishop, Vicar, or Apostolic Administrator. **Copies of scanned or stamped signatures on letters of support will NOT be accepted.**
 - C. A copy of the U.S. Official Catholic Directory page for the organization listed above. **(U.S. only)**
 - D. A copy of the United States Conference of Catholic Bishops (USCCB) group ruling or determination letter from the Internal Revenue Service concerning the applicant's tax exempt status. **(U.S. only)**
 - E. For international applicants only: A letter of agreement from an organization listed in the U.S. Official Catholic Directory that is willing to act as a Fiscal Agent for your organization.

This Application Must Be Returned Within 90 Days of the Date on the Cover Letter.

DO NOT REPRODUCE THIS PAGE

Expert Tip:

The current postal address and telephone number for the Koch Foundation are found at the top of page 1. This information is provided for you to use, so use it! If you have a question, call the office and ask for help.

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.

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1. (U.S. Applicants only) If the organization applying is listed in the current publication of **The U.S. Official Catholic Directory (OCD)**, please include a photocopy of the OCD page. Also, please attach a copy of the U.S.C.B. group ruling letter to the application. If the organization submitting the application is a separately, charitable organization not listed in the OCD, please attach a copy of the IRS 501(c)(3) determination letter to this application.
2. Is the responsible organization and/or congregation controlled by, related to, connected with, or sponsored by another organization? Yes ☐ No ☐ If yes, identify the organization:
 Name of Organization _____
3. Provide a brief history of your organization (include when the organization/congregation was founded, its mission, and in what countries or U.S. Territories, the organization/congregation is located.) (ask your answer to the space provided.)
4. Has the organization submitting this application ever applied for or received a grant from the Knott Foundation? Yes ☐ No ☐ If yes, list date(s) and application number(s). Attach an extra sheet if necessary.

Expert Tip:

Clip the copies of your organization's OCD listing and IRS Determination letter to Page 2 to ensure those documents are not left out of the envelope when the application is mailed.

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>

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.

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5. Name of Diocese where project will be implemented: _____
 Name of Congregation, if any, administering the project: _____
 Please indicate the status of your congregation by checking one of the following:
 _____ Diocesan _____ Pontifical _____ Autonomous

6. Describe the project for which the grant is being requested. Limit your answer to the space provided.

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 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.

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7a. Enter the amount being requested for the project in U.S. Dollars: \$ _____
(Grants are provided for one year only)

b. What is the total cost of the project in U.S. Dollars? \$ _____

8. Beginning date of the project: ____/____/____ Ending date of the project: ____/____/____
(month/day/year)

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

Project Budget <small>(Attach an additional sheet if necessary)</small>	Use of Koch Foundation Funds	Other funders	In-Kind Services <small>(donated services and/or materials)</small>	Total
Salaries and benefits	\$	\$	\$	\$
Travel and/or Lodging	\$	\$	\$	\$
Printing & Postage	\$	\$	\$	\$
Supplies including food	\$	\$	\$	\$
Equipment	\$	\$	\$	\$
Other	\$	\$	\$	\$
For projects requesting support for construction costs only. Contributions (materials and labor) Attach the estimate from the contractor and proof of property ownership.	\$	\$	\$	\$
Total (in U.S. Dollars)	\$	\$	\$	\$

Amount received toward this project

**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 #8

9. Provide the names, addresses and amounts received from other sources of support for the project including any in-kind services (labor, donated materials, etc.). Contributions, matching funds or collaborative funding can be in the form of in-kind service, or amounts collected from weekly contributions. Local contributions towards the project show the community is committed to the project and its value to the area. Applicants must seek matching or collaborative funding. Attach an additional sheet if necessary

Expert Tip:

The "Project Dates" you are asked to provide in Question #8 actually refer to the twelve (12) month period during which you would use any funds you might receive from the Koch Foundation.

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/>

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.

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Impact Statement

Please provide a justification for the project. Limit your response to the space provided.

Expert Tip:

Make your strongest points in the first paragraph to grab the reader's attention. Use your passion and dedication to the project to state your case rather than relying on quotations or bulleted lists, to give the project a personal context.

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.

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Please identify the contact person administering the proposed project.

Typed or Printed Name _____ Title _____

Street Address _____ City _____ State/Country and Zip Code _____

Organization _____ Telephone Number _____ Fax Number _____
(With Area and/or Country Code)

Email Address _____

Please identify the person authorized to make any changes to the application.

Typed or Printed Name of Approver _____ Title _____

Organization _____ Office Telephone Number (With Area/Country Code) _____

Email Address _____

For parishes, churches, schools, diocesan programs or Catholic organizations not solely supported by a congregation: A hand-signed letter of support for the originally requested project, on official letterhead, including the diocesan seal, from the Bishop, Vicar or Apostolic Administrator (BIA). The project will only proceed if submitted with this application. In addition, the same individual must sign the application and complete the contact information in English below. Copies of, scanned, or stamped signatures on letters of support or the application will NOT be accepted.

Signature of Bishop, Vicar, or Apostolic Administrator _____ Attach diocesan seal _____

Typed or Printed Name of Bishop, Vicar, or Apostolic Administrator _____

Address of Bishop, Vicar, or Apostolic Administrator _____

City _____ State/Country _____

Email address of the Bishop's office _____

For projects administered and financially supported solely by a congregation: A hand-signed letter of support for the originally requested project, on official letterhead, including the diocesan seal, from the Bishop, Vicar or Apostolic Administrator (BIA) will also allow must be submitted with this application. Please provide the contact information above in English for the Bishop, Vicar or Apostolic Administrator who has signed your letter of support. In addition, a hand-signed letter of support for the originally requested project on official letterhead from the congregational superior must be submitted with this application. Complete the contact information in English below. Copies of, scanned, or stamped signatures on letters of support will NOT be accepted.

Typed or Printed Name of Congregational Superior _____ Title _____

Name of Congregation _____

Address of Congregational Superior _____ City _____ State/Country _____

Email address of Congregational Superior _____

REMINDER:

If something happens to this page or you are unsure as to how to acquire the needed signature and seal on the original page, contact the Foundation immediately.

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.

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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 personal 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:

Name of United States Nonprofit Catholic Organization		OCD Page #
Name of Contact Person		Title
Street Address	City	State and Zip Code
C. J.	()	
Area Code & Telephone Number	Area Code & Fax Number	
Email address		

REMINDER:

The Koch Foundation does not transfer funds directly overseas or into bank accounts which carry the name of private individuals, so overseas applicants **MUST** find a fiscal agent. We will not find or contact one for you.

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 so do. 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 life, 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:

4421 NW 39th Avenue
Bldg 1, Suite 1
Gainesville, FL 32606