

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT**

**Office for Social Concerns  
Diocese of Springfield in Illinois  
1615 West Washington Street  
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**2011-2012 BACKGROUND, CRITERIA, GUIDELINES AND  
INSTRUCTIONS FOR COMPLETING CCHD LOCAL GRANT APPLICATION**

***PLEASE READ CAREFULLY***

**The 2011-2012 Diocesan Local Grant Application Form  
must be used when submitting a request for local CCHD funds.**

In 1970 the United States Catholic Bishops established the Catholic Campaign for Human Development with twin goals: to raise money to support self-help projects that address the causes of poverty; and to educate the Catholic community and the general public about poverty, its causes, effects, and the rationale for the Church's involvement in working for justice.

CCHD funded programs enable people of all races, creeds, geographic regions and backgrounds to work together for long-range solutions to poverty in the area of social and economic development, housing, health, legal aid, education and communications. (See Criteria and Guidelines)

With the approval of the Bishop of the Diocese of Springfield in Illinois, the CCHD Advisory Board of the Diocese of Springfield in Illinois allocates grants for each funding cycle. Projects operating in the Diocese of Springfield in Illinois are funded to achieve the goals of the Catholic Campaign for Human Development and the Diocese of Springfield in Illinois.

Organizations interested in receiving a grant are required to file a local grant application with the Office for Social Concerns. Applications must be **postmarked no later than March 15, 2012**. Decisions on funding will be made in May/June. Local grant amounts are from \$500 to \$2,500. Grants are awarded on a one-year basis and **may be awarded for the same project for three consecutive years**; however, **organizations must complete an application each year they wish to apply**.

## CRITERIA AND GUIDELINES

To be eligible for CCHD grants, a project must follow criteria and guidelines. However, due to limited financial resources, eligibility does not guarantee funding. Projects/ organizations that most closely fit the criteria and guidelines will have preference in the evaluation process, but all applications will be accepted for review.

### A. CRITERIA

1. Project must benefit poor and/or low-income people. At least fifty percent (50%) of those benefiting from the project must be from the low-income community.
2. **Members of the poverty/low income group must have the dominant voice** in the project before funding begins. *(Clergy, members of religious orders, VISTA volunteers, students, etc., are not considered by CCHD to be involuntarily poor, therefore do not meet the criteria.)*

**FOR PROJECTS THAT DO NOT PRESENTLY MEET THE CRITERIA**, applicants must document the following in the proposal narrative. Failure to do so will negatively impact the evaluation of the proposal.

- a. Why members of the poverty/low income group do not have the dominant role in planning, implementing, and policy making at the time of the application.
  - b. How members of the poverty/low income group were involved in determining their needs for the project.
  - c. How will the efforts of your group help create a more just society?
3. Projects must be able to establish future funding from other public and/or private sources and strive for self-sufficiency.
  4. Projects must meet unfulfilled needs for which no other response is presently being made.
  5. The organization applying must qualify as a tax exempt entity as evidenced by providing IRS 501 (c) 3 certification, or operate under a fiscal agent that has a 501 (c) 3 number, and/or while the organization has a 501 (c) 3 application in process.
  6. **No CCHD funds will be granted to organizations that would utilize CCHD money to fund other organizations.**
  7. **Organizations that receive CCHD funds must not participate in or promote activities that contradict the moral and social teachings of the Catholic Church. Such activities would include; but are not limited to capital punishment, birth control, abortion, euthanasia, racism, war, discrimination toward immigrants or same-sex marriage. Prohibited activities also include, but are not limited to participation in or endorsing initiatives that promote in any way legislation, propositions or ballot initiatives (including voter guides and other written materials) that are in conflict with fundamental Catholic moral or social teaching.**

**B. GUIDELINES**

1. Projects funded by CCHD are: 1) innovative and address the root causes of poverty, and 2) effect institutional change. CCHD defines institutional change as:
  - a. Modification of existing laws and/or policies.
  - b. Establishment of alternative structures and/or redistribution of decision-making powers.
2. Projects that directly benefit a relatively large number of people rather than a few individuals.
3. Projects which generate cooperation among and within diverse groups in the interest of a more integrated and mutually understanding society.
4. The Catholic Campaign for Human Development is interested in establishing justice. Will the efforts of your group help create a more just society?

**INSTRUCTIONS FOR COMPLETING**  
**2012 APPLICATION FOR LOCAL CCHD FUNDING**

All descriptive materials should be single-spaced. Complete explanations should be given, but in as concise a form as possible. If you wish to include pertinent attachments (a news article regarding your groups, letters of endorsements, etc.) these should **not exceed three sheets. (PLEASE DO NOT STAPLE ANY PART OF THE APPLICATION)**

If any questions on the application are not applicable to your program, merely skip the question and mark NON-APPLICABLE (N/A). All questions applicable to your program must be answered. Questions regarding the application process may be addressed to:

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**Office for Social Concerns**  
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