

# New Evangelization Grant Information Required for Application

## Organization Information

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### General Information

- Name of Parish or Catholic Organization
- Mailing Address
- City, State, Zip
- Geographical Area Served (LPA and Vicariate within Diocese of Richmond)

## Contact Information

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### Pastor or Head of Catholic Organization

- Prefix, First, Last Name
- Mailing Address
- City, State, Zip
- Email, Phone

### Point of Contact

- Prefix, First, Last Name
- Mailing Address
- City, State, Zip
- Email, Phone
- Role in the Parish/Organization (title)

## Request Information

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### Request Information

- Describe the project for which you are requesting funds.
- What is the demographic that is targeted towards within the parish?
- How many people do you anticipate serving?
- What is the timeline for this project?
- Identify other parishes or organizations participating in this project with you and describe their role in the project.
- Total amount requested for this cycle (\$).
- What do you hope to achieve by implementing all aspects of this request?
- How will this be marketed to the parish and outside of the parish?
- What is your plan to measure the results of all aspects of this request?
- What is the primary stage of the Diocesan New Evangelization Pastoral Plan that this request addresses?
  - Stage 1: Personal Encounter
  - Stage 2: Domestic Church
  - Stage 3: Equip the Parish
  - Stage 4/5: Local and Global Mission
- How does this endeavor work to bring about the goals of the Pastoral Plan?

# New Evangelization Grant

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### Additional Information

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#### Additional Information

The following sections list out several specific areas of requests. If you are requesting one or more of these items then you must complete the sections below. If this information is missing, then the application will not be reviewed.

#### Types of requests included in this section:

- Books for Parish Distribution or Small Groups (e.g. Rediscover Jesus, Forming Intentional Disciples)
- Speakers (e.g. for retreats, missions, one night event)
- Food for Hospitality (e.g. for a retreat, mission, or one time event)
- Programs or Bible Studies (e.g. Symbolon, Alpha, Catholicism)

#### Books

If you are asking for funds for books of any nature this portion of the application is required. If it is not completed then the grant will not be considered. If you are not applying for books then you do not need to fill out the following questions.

- Name and Author of Book
- Purpose and Place of Purchase
- Total of number of this book needed
- Cost per book (\$); Total Request (\$)
- How much is the parish planning on contributing to this particular part of the request?
- If you are requesting more than one book, please include the above details for any additional books.

#### Speaker

If you are asking for funds for a speaker of any nature this portion of the application is required. If it is not completed then the grant will not be considered. If you are not applying for books then you do not need to fill out the following questions.

- Name of the Speaker
- Number of days speaking at the Parish or Organization
- Length of talks
- Travel costs (including items such as car rentals, airfare, and hotels)
- Speaker fee; Speaker total (\$ travel costs and speaker fees)
- How much is the parish planning on contributing to this particular part of the request?

#### Food for Hospitality

If you are asking for funds for food for an event this portion of the application is required. If it is not completed then the grant will not be considered. If you are not applying for books then you do not need to fill out the following questions.

- Cost for food per event
- Number of events where food is needed
- Is there a participant contribution? If so, how much? (if none, then enter 0)
- Total Amount (\$)
- How much is the parish planning on contributing to this particular part of the request?

#### Program or Bible Study

If you are asking for funds for a specific program or Bible Study this portion of the application is required. If it is not completed then the grant will not be considered. If you are not applying for books then you do not need to fill out the following questions.

- Name of the Program
- Program Fee

# **New Evangelization Grant**

## **Information Required for Application**

- Number of Leadership Guides needed; Cost per Leadership Guide
- Number of Participant Guides needed; Cost per Participant Guide
- Is there a Participant contribution? If so, how much?
- Other items needed (item/number of items/cost)
- Total Amount (\$)
- How much is the parish planning on contributing to this particular part of the request?

### **Attachments**

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#### **Itemized Budget**

1. Please download and save our budget template [here](#).
2. The form contains two examples of itemized budgets. This information should be deleted and then you can fill out the budget form with a complete itemized budget for your request.
3. Save Document as follows (Parish Name\_Grant Budget)
4. Attach Budget to your Application using the tool below.

Attach itemized budget (*this tool will give you the ability to upload a file from your computer*)

#### **Supporting Documents**

Include electronic images of flyers, program descriptions, promotional materials, etc. that will support your description of the grant request. (*Note: If possible materials should be combined into one file and less than 1 GB in size.*)

Upload Supporting Documents (*this tool will give you the ability to upload a file from your computer*)

### **Electronic Certification**

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#### **Electronic Certification**

By typing in your name below, you acknowledge this as your electronic signature and verification that you have read and support this application for the New Evangelization Grant on behalf of the parish or organization.

If the person completing this application is not the pastor or head of the organization, he/she acknowledges that by typing in the pastor's name or the head of organization's name below that approval has been obtained from said pastor or head of organization for submission of this grant request.

(*Note: Only one certification is required.*)

Pastor Electronic Certification OR Head of Catholic Organization Electronic Certification