



**Guidelines:**

1. Grants will be approved in the amounts of \$500, \$750 or \$1,000.
2. All grant applications and all supporting documents are due at 5 p.m. on May 15. If May 15 falls on a Saturday or Sunday, applications are due at 5 p.m. the following Monday.
3. Due to the number of applications, late requests will not be considered.
4. All grant applications must have the approval of the pastor and must include his signature.
5. Only one grant application will be funded per parish/school/organization. In the event that more than one application is received, the pastor will be contacted and asked to rank each submitted application in priority order.
6. Preference is given to projects that can be completed or substantially completed with a grant of \$500, \$750 or \$1,000 from The Catholic Foundation, in combination with other promised funds for the project.
7. Due to limited funds, not all requests will be funded. Please continue your other fundraising efforts.
8. The Catholic Foundation Board of Directors will consider grant applications at its annual meeting in and all applicants will be notified and checks disbursed no later than June 30. Grant requests will not be considered at any other time.

**Application:**

<b>Name of Parish/School/Catholic Organization</b>	
<b>Address</b>	
<b>City, State, Zip</b>	
<b>Person in Charge of Project</b>	
<b>Pastor Signature (REQUIRED)</b>	
<b>Telephone Number for Project Coordinator</b>	
<b>eMail Address for Project Coordinator</b>	
<b>1. Please describe your project/program, specifically the use of grant funds.</b>	

2. What is the total budget for the project?	
3. Please explain why this project is needed. (Who will benefit from this project/program? How will they benefit?)	
4. Please describe when, where and how this project/program will be implemented. (For example, timeline, fundraising plans, contractors to be used, etc.)	
5. Please list any other sources of funding for this project.	

Please feel free to attach any supporting documents, including bids, photos, or other details. Submit all information **no later than 5 p.m. on May 15** to:

Renée Underwood, Managing Director  
The Catholic Foundation of The Diocese of Lubbock, Inc.  
P O Box 98700  
Lubbock, TX 79499-8700  
**Phone** 806-792-3943, ext 206  
**Fax** 806-771-7660  
**eMail** [runderwood@catholiclubbock.org](mailto:runderwood@catholiclubbock.org)