

***CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT***  
***Catholic Diocese of Arlington***

**TO:** Groups Interested in Pursuing Local CCHD Funds  
**FROM:** Ms. Terry Angelotti, Program Coordinator for CRS/CCHD,  
Diocese of Arlington  
**DATE:** November 6, 2008

1. Enclosed you will find a copy of our Local CCHD application and funding criteria. If you prefer an electronic copy of the application, send your request to [tangelotti@ccda.net](mailto:tangelotti@ccda.net) or visit our web site at [www.arlingtondiocese.org/offices/cchd](http://www.arlingtondiocese.org/offices/cchd)

2. Proposals will be evaluated based on applicant's responses to the questions contained in the proposal. Relevant news clippings about your work may be submitted; however, please limit to no more than three (3) pages. Supplementary materials, narratives, letters, etc. will not be considered.

3. Application package must include the application itself, list of the board of directors, current/projected budget, and a copy of the 501(c)(3) letter for your organization or your fiscal agent. You may submit your application package by email, fax, courier or regular mail. **Preferred method of submission is by email attachment** sent to [tangelotti@ccda.net](mailto:tangelotti@ccda.net). If application is emailed, tax exempt information may be mailed separately or faxed. Faxes should be sent to (703) 841-3840. If using the U.S. Postal Service, please send one copy of the application package to:

Ms. Terry Angelotti  
Program Coordinator for CRS/CCHD, Diocese of Arlington  
200 N. Glebe Rd, Suite 506  
Arlington, VA 22203

4. **The application must be received in our office by 4:00 p.m. February 10, 2009. Applications postmarked by February 10 and arriving late will receive similar consideration.** Other late applications may be considered if funding is available, but will be at a disadvantage.

5. Funding criteria and guidelines are attached. These are the same guidelines as National CCHD grants, though the **Local CCHD grant limit is \$20,000**. If you have any questions about the criteria or problems filling out the application, you may call Terry Angelotti at 703-841-3839.

6. In the section, "How would you use this CCHD money if you were to receive it?" please indicate if your funds will be used to leverage other money. We encourage you to find such opportunities.

7. The timetable for decision-making will look like this:  
a. Proposal due date – **February 10, 2009**

- b. Local committee will interview applicants passing first round of evaluations in March and early April.
- c. Recommendations will be made to the Bishop by the end of April for final approval. Applicants should be notified by the end of June, with **funding to begin in July**.

# General Information About CCHD Local Grants

## Criteria and Guidelines

To be eligible for CCHD funds, a project must satisfy all of the following criteria and guidelines simultaneously. **However, due to limited financial resources, eligibility does not guarantee funding.** Please read these as well as the explanations and clarifications that follow.

### A. Criteria

1. The project must benefit a poverty group. At least fifty percent (50%) of those benefiting from the project must be from the low-income community.
2. Members of the poverty group must have the dominant voice in the project. At least 50% of those who plan, implement and make policy (e.g., the Board of Directors, etc.) should be persons who are involuntarily poor. (Clergy, Americorps volunteers, students, etc. are considered by CCHD to be voluntarily poor.) For projects that do not presently meet this criterion, applicants must document the following in the proposal narrative. Failure to do so will negatively affect the evaluation of the proposal.
  - a. Why members of the poverty group do not have the dominant role in planning, implementing and policy-making at the time of application.
  - b. How members of the poverty group were involved in determining their need for the project.
  - c. What time schedule is planned for the poverty group to assume leadership and control of this project.
3. Proposals which call for "seed money" or "matching money" will be considered. In requesting "seed money" or "matching money" from CCHD, applicants should present positive documentation that other public and/or private sources will commit their funds to this project.
4. No CCHD funds will be granted to organizations that would utilize CCHD money to fund other organizations.
5. The project activity for which funding is requested must conform to the moral teachings of the Catholic Church.

### B. Guidelines

1. Projects should be innovative and demonstrate a change from traditional approaches to poverty by attacking the basic causes of poverty and by effecting 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;
  - c. To a lesser extent: Provision of services which result in the achievement of (a) and/or (b) or leads the recipient community to focus on (a) and/or (b).
2. Projects will directly benefit a relatively large number of people rather than a few individuals.
3. Projects should generate cooperation among and within diverse groups in the interest of a more integrated and mutually understanding society.

4. Projects must document that as a result of CCHD funding there are possibilities of generating funds from other sources or of becoming self-supporting within the timelines established in the proposal.

### **C. Projects Not Meeting CCHD Criteria and/or Guidelines**

The following general classifications **do not** meet CCHD criteria and/or guidelines:

1. Direct service projects (e.g., day-care center, recreation programs, community centers, scholarships, subsidies, counseling programs, referral services, cultural enrichment programs, direct clinical services, emergency shelters and other services, refugee resettlement programs, etc.)
2. Projects controlled by government (federal, state, local), educational or ecclesiastical bodies.
3. Research projects, surveys, planning and feasibility studies, etc.
4. Individually owned, for-profit businesses.

### **Explanations and Clarifications CCHD Criteria and Guidelines**

The following is provided as an aid to understanding CCHD's definitions of the various terms used here. Applicants will be evaluated based on CCHD's definitions.

#### **Poverty Control**

**Poverty:** This is a definition of economic status using indicators such as AFDC or Medicare Guidelines, government definitions for low-income or lower living standards, supplementary security or food stamp eligibility. At least 50 percent of the board members of your project must fit within criteria similar to the above. Of course, each area of the Diocese may have higher or lower standards for the "low-income" category. Please explain the criteria you use in your proposal.

**Control:** (ownership, can hire and fire, make policy decisions): There are levels of control. Advisory Boards give advice, they cannot make final decisions, hire or fire. To be in "control" a group must have a history of making decisions for the organization or project. An untrained group of individuals brought onto a board because they are low-income cannot exercise real control and decision-making power until such time as training has been received and also until they have been on a board or in an organization long enough to understand the inner-workings, politics, etc. of the organization. At the same time, the board members should come from the geographic area served.

#### **Institutional Change**

CCHD's definition of "institution" refers to policies and operational structures of government,

corporations, or private agencies which create poverty, keep people poor or impose injustices on poor people. The following examples are frequent interpretations of Institutional Change that **do not** fit CCHD's definition of Institutional Change:

- Attitudinal or relational changes in the "institution" of the family;
- Advocacy for an individual or many individuals resulting in a more just situation for the individual(s) but not changing the structure or official policy of the institution;
- Changes in attitudes of persons who provide services to poor people, but not affecting the government, corporate or agency policies and structures.

NOTE: Establishment of alternative structures usually refers to the creation of co-ops and worker-owned, worker-managed enterprises.

