

GRANT CRITERIA
FRANCISCAN MISSIONARY UNION
HOLY NAME PROVINCE

Purpose:

- The process of awarding grants enables the FMU of Holy Name Province to share its resources and live out its commitment to uplift those who are poor, oppressed, and/or marginalized in the United States and abroad.
- The Holy Name Province Franciscan Missionary Union prefers to give to Franciscan projects not already well funded and not having much prospect of finding other funding opportunities.

What We Fund:

- Grant proposals for projects and programs undertaken or sponsored by Franciscan Sisters and Friars, or from Franciscan organizations underneath their umbrellas
- Revolving loans/microcredit
- Activities that benefit a community in need
- Budgeted and itemized humanitarian goods
- Community education and outreach designed to increase knowledge and support change
- Healthcare services and basic healthcare needs such as health supplies, healthcare equipment, maternal and prenatal health and education
- Advocacy and community efforts that educate, engage, raise awareness, or mobilize communities
- Activities related to the promotion of Roman Catholic religious and/or Franciscan values
- Construction of infrastructure such as wells, reservoirs, dams, bridges, latrines, toilet blocks, water supplies, and other similar structures
- Purchase of equipment or appliances that directly benefit and or make a difference in the lives of an impoverished community
- Projects that address the basic causes of injustice and foster systemic change
- Projects that promote self-help and empowerment of communities
- Projects that respond to the unmet needs of those who are poor and/or marginalized, especially women and children
- Projects where recipients have some funding of their own are eligible for matching funds

What We Do Not Fund:

- Establishment of a foundation, permanent trust, or long-term interest-bearing account
- Purchase of land or buildings
- Construction or renovation of any structure in which individuals live, work, or engage in any gainful activity. This includes churches, chapels, other buildings, containers, mobile homes, or structures where individuals carry out any type of activity such as manufacturing, processing, maintenance, or storage, including provision of new services or upgrade of facilities
- Salaries for individuals, or operating or administrative expenses
- Postsecondary education activities, research, or personal or professional development

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- Any projects of programs that are in conflict with the purpose and values of the Franciscan Missionary Union, including those that conflict with existing programs sponsored and/or funded by the Franciscan Missionary Union and/or Holy Name Province
- General operating costs
- Contingencies, miscellaneous expenses
- Projects already undertaken and in progress, existing projects, or projects already completed
- Unspecified or cash donations to beneficiaries or cooperating organizations
- Fundraising activities, expenses related to events such as religious conferences or anniversary celebrations or entertainment activities that do not include a humanitarian aspect
- Continuous or excessive support of any one beneficiary, entity, or community
- The HNP FMU is not in a position to offer funding to large or on-going projects

Eligibility Guidelines:

- Projects and programs undertaken must be sponsored by Franciscan Sisters and Friars, or from Franciscan organizations underneath their umbrellas
- Applicants must give evidence that the proposed program/project will directly involve and be supported by those who would benefit from it
- Projects and programs must not already be well funded and not have much prospect of finding other funding opportunities
- Programs and projects that will make a significant contribution toward the success of the project or program
- If your organization is applying for more than one grant per calendar year only one grant will be considered for funding

Proposal Time Line:

- Funds are awarded on a monthly basis as applications are received
- Grant applications must be received by the first Monday of each month to be considered for funding by the end of the month
- Once grants are reviewed by the Grant Advisory Board and approved by the Franciscan Missionary Union, all applicants will be notified in writing of the board's decision, either by email or post
- All applicants who are not awarded grants will be notified in writing, either by email or by post
- All applicants must complete the application form as well as forms one, two, and three. All unfinished applications will not be considered for funding and will be notified in writing, either by email or by post

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- Applications can be submitted in as a PDF or Word document as an attachment to the following email address pokeeffe@thefranciscans.org or by post to the following address:

Br. Paul O’Keeffe, OFM
100 Arch Street
Boston, Ma 02110-1111
USA

Frequently Asked Questions:

- 1) *Is our organization eligible to apply for a grant?*

The Holy Name Province Franciscan Missionary Union supports projects and programs undertaken or sponsored by Franciscan Sisters and Friars, or from Franciscan organizations underneath their umbrellas. (Refer to *What we Fund*, and *Restrictions*.)

- 2) *How can our organization apply for a grant?*

Write or mail the FMU Advisory Board President for an application form (address below). The application can also be accessed through the Franciscan Missionary Union Website.

Br. Paul O’Keeffe, OFM
Franciscan Missionary Union
Grant Advisory Board
100 Arch Street
Boston, Ma 02110-1111
pokeeffe@thefranciscans.org

- 3) *What are the funding priorities of Holy Name Province Franciscan Missionary Union?*

(Refer to ***What we Fund*** and ***What We Do Not Fund*** above)

- 4) *When can our organization request an application package?*

Applications may be requested at any time. All applications received on or before the first Monday of every month will be reviewed by month’s-end. Applications received after the first Monday of every month will be reviewed and considered the following month. Organizations may only apply for funds once (1 time) in any calendar year with no guarantee of being renewed the following year.

- 5) *Do we have to request a new application package each time we want to apply?*

Yes. If a request has been granted or denied, a new application may be filed. Given the number of applications and the limited funds available, organizations should not assume they will receive funding.

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6) *May we generate an application form using our computer in place of the hard copy version?*

You may either request a paper copy or download the online version of the application. Applications must be submitted as an email attachment in PDF format or word document to the Board President (address provided.)

7) *What are the deadlines for submission of applications?*

The deadlines for submission of an application is the first Monday of each month. Only one application per organization per calendar year will be considered.

8) *Are there any fields of activity for which the FMU will not accept applications?*

The FMU will only grant funds to organizations that meet the criteria and eligibility guidelines. (*see Criteria and Eligibility Guidelines*)

9) *To where and to whom do we send our completed proposal?*

An application must be submitted via email to Br. Paul O’Keeffe, OFM at pokeeffe@thefranciscans.org Or can be mailed to the following address:

Br. Paul O’Keeffe, OFM
Franciscan Missionary Union
Grant Advisory Board
100 Arch Street
Boston, MA 02110-1111
USA

10) *How will we know if you have received our completed application and supporting documentation?*

The FMU Grant Administrator will send you an acknowledgment letter via e-mail or post.

11) *What is a Narrative?*

A narrative should provide a clear, detailed explanation of the project. It should include history and background of why the project is needed, its goals, the plan for achieving those goals, and the criteria for determining the success of the project. We prefer that it not exceed two (3) pages.

12) *What is a Budget?*

A budget is a detailed breakdown of the cost elements and sources of income of the program/project for which funds are being requested. You must submit forms **2: Parallel Funds Declaration** and **Form 3: Detailed Budget Worksheet** with your application.

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13) What is a Financial Statement?

A financial statement is included several documents which help the board determine your organizations suitability to receive a grant. **Form 2: Parallel Funds Declaration** helps us determine what kind of financial assistance you hope to obtain from other organizations. **Form 3: Detailed Budget Worksheet** provides us with a detailed outline of expenses you will incur in the execution of your project. **Form 4: Simple Financial Declaration** will help the board to see you assets and finances.

14) What is the final report and when is it due

The final report consists of a brief summary of the goals achieved in the project, video and/or picture documentation of the project, and an expense report showing how the funds were spent. **Form 1: Project Information Summary** and **Form 5: Actual Expense Report** will be distributed along with the Grant Application. These forms are due one month after the date indicated on the application that the project will be completed. Failure to submit these forms may result in an organization not being considered for future funding.

15) When will we be notified of the Foundation's decisions?

We notify our applicants as promptly as possible. Funding decisions are made by the Board on the last Friday of each month.

16) Can we meet with a representative of the Foundation to discuss our proposal?

Meetings or phone conversations with Franciscan Missionary Union staff may be requested and, if feasible, arranged. In some cases, Franciscan Missionary Union Advisory Board members may request a phone conversation with an applicant after they have reviewed an application.