

Parish Support

2025 Diocesan Ministry Appeal Grant Guidelines

Purpose of DMA Parish Support Grant:

To provide support to parishes within the Diocese of Colorado Springs that are small, rural or requiring outside support in order to finish a needed project or begin a new ministry. Eligible parish expenses include new program salaries, retreats, outreach programs, materials and other resources needed to support parish ministries, and infrastructure maintenance or building projects that are directly tied to a parish ministry and fall within the ordinary administration of a parish.

Ineligible for Funding

The following are ineligible for funding from the parish support grant:

- Debt payments
- School operating expenses (there is a separate application for School Support grants)
- School tuition assistance (this is funded in a different distribution)

Eligibility

All parishes may apply for funding once per year. Grants will be considered based on conditions to include:

- Parish is considered small, rural or requires outside support to meet budget needs.
- Parish met their Annual Appeal goal previous years; is on track to meet goal for current year
- Parish is current on any outstanding loans/payments to the diocese
- Parish is current in their accounts payable to the Diocese
- Parish must not have more than 30% of the requested amount in savings or money market accounts, and applicants are required to disclose all such financial holdings during the application process to ensure eligibility and demonstrate true need for support.

Application Requirements:

- Parish proposed budget for FY25 must accompany the grant application or be filed with the diocesan accounting office to include all financial holdings of savings or money market accounts as outlined above.
- Parish provides budgets or cost estimates for the purposes outlined in their grant application
- Parish provides a grant application that is complete in its entirety, including all signatures

Grant Sizes/Structures

Grants are structured based on the amount of funding the Annual Appeal receives in a given year. The DMA Advisory Committee will determine which parishes will receive a grant based on their application and amount of funding available from appeal collections after all other ministries of the appeal are funded. Some grants may be awarded in whole, or in part, of the requested amount.

Appeal Advisory Committee

The Appeal Advisory Committee consists of priests and lay parish representatives from all five deaneries within the Diocese. Committee members are asked to serve a two-year term.. Members are eligible to serve additional terms.

To Apply for a Grant

Parishes may submit applications via email and are asked to please combine the entire application in a single PDF attachment.



DIOCESAN MINISTRY APPEAL

Please send applications to: Office of
Stewardship & Development/jcrane@diocs.org/
(719)866-6518

Office Use Only

Date Received _____

Amount Requested _____

Amount Approved _____

FY25 Appeal Parish Support Grant Application

Parish Name/City _____

Name of person submitting the application _____

Total Amount Requested \$ _____

Please check here if this grant will support two or more parishes. If so, please indicate the other parishes:

Parish/City _____

Parish/City _____

Debt payments and school support expenses **are not eligible** for a parish support grant. There is a separate application for School Support Grants.

Examples of eligible parish expenses include new program salaries, retreats, outreach programs, materials and other resources needed to support parish ministries, and infrastructure maintenance or building projects that are directly tied to a parish ministry and fall within the ordinary administration of a parish. *Please **do not** ask for or anticipate multi-year funding. We require a new application and updated budget information each year.*

With these guidelines in mind, please briefly identify the purposes for a **Parish Support Grant** in the space below:

The following information and items must accompany the application form:

1. Grant Narrative Statement (see reverse side)
2. Supporting documentation, such as cost estimates, examples, supportive documentation or photographs.
3. Upcoming fiscal year Parish budget information. **When submitting the Parish Budget information, do not include revenue from this grant request in your anticipated revenue.**

This application must be signed by the Pastor or Parochial Administrator and the Chairs of the Pastoral and Finance Councils. ***If a grant is awarded, funds will be distributed only for the need described in this application and approved by the Bishop.***

Pastor or Parochial Administrator

Date

Pastoral Council Chair (Printed name and signature)

Finance Council Chair (Printed name and signature)

Please submit this application and all required documentation by **July 31, 2025.**

Updated: January 31, 2025

Deadlines

Applications are accepted year-round but must be received no later than July 31, 2025. If you cannot make the deadline, please contact Jamie Crane ahead of time to be considered.

*If you have a question about any part of the application process, please contact Jamie Crane at 719-866-6518 or jcrane@diocs.org.

FY25 Appeal Parish Support Grant Application Narrative

Please include a statement of need and describe how any DMA grant funds received will be used. Explain how you will support these expenses in future years if these funds are not again awarded. If this is a one-time-only request, please identify as such. Include cost estimates for each part of your total request. Please include supportive details especially for programing to include examples (i.e. flyers, websites, USSCB approval, etc.)

The more details provided will help Bishop and the advisory committee with their decision process.

DMA Grant Timeline

IMPORTANT DATES

Below please find an overview of the timeline for the grant application process. Please adhere to all indicated deadlines.

March 1-15, 2025	Office of Stewardship and Development (S&D) emails the Appeal Grant Applications to all parishes, schools, and affiliated organizations.
July 31, 2025	Deadline for parishes/schools to return completed Grant Application and all materials to Jennifer Bernal at jbernal@diocs.org . Parishes/Schools will not be able to move on to the next step of the process unless they submit all materials in a timely fashion.
August 1-15, 2025	Finance Office and Stewardship and Development review of Grant Application.
August 18-31, 2025	Appeal Advisory Committee Grant Applications Review Parishes, schools, and affiliated organizations may be contacted by Office of Stewardship and Development if committee needs clarifications on any part of the grant.
September 1-12, 2025	Final recommendations submitted to Bishop Golka.
September 15-30, 2025	Notification calls/emails to all grant requesters. S&D Office is also available to schedule meetings to discuss or clarify decisions.
October 1-31, 2025	Identified grant recipients receive awarded funds.
June 30, 2026	Follow-up Impact Report due from all recipients of grant funds

Thank you for the work that you do in support of the mission of the Church in the Diocese of Colorado Springs. Please keep the Diocesan Ministry Appeal in your prayers. Your promotion of the Appeal through your existing communication efforts is greatly appreciated!