

# **Catholic School Support**

## **2025 Diocesan Ministry Appeal Grant Guidelines**

### **Purpose of DMA School Support grant:**

Support and strengthen diocesan schools through support of:

- Salaries (i.e., new program school staff)
- Materials and other resources needed to support school programs

Provide supplemental funding for building and maintenance initiatives in diocesan schools that fall within the ordinary administration of a school through support of:

- Building Projects
- Infrastructure Maintenance

### **Ineligible for Funding**

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

- Debt payments
- Tuition Assistance

### **Application Requirements**

Schools may apply for funding once per year.

- Provide a proposed budget for the upcoming fiscal year
- Provide any budgets and or cost estimates for the purposes outlined in their grant application
- Provide 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 Advisory Committee will determine which schools will receive a grant based on their application and how much will be granted based on the funding of the Appeal. Some grants may be awarded in whole, or in part, or denied of the requested amount.

### **Appeal Advisory Committee**

The Appeal Advisory Committee consists of priests and lay parish representatives from all Deaneries in the Diocese. Committee members are asked to serve a two-year term. The current Committee's term expires at the end of 2025. Members are eligible to serve an additional term.

### **To Apply for a Grant**

Grant application forms have been emailed to every school, are available for download on the diocesan website, or can be obtained by contacting the Office of Stewardship and Development. Schools may submit applications via email and are asked to please combine the entire application in a single PDF attachment.

### **Deadlines**

Applications are accepted year-round but must be received no later than July 31, 2025, to be considered. -

***\*If you have a question about any part of the application process, please contact Jamie Crane prior to the submission deadline.***



DIOCESAN MINISTRY APPEAL

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

**Office Use Only**

Date Received \_\_\_\_\_

Amount Requested \_\_\_\_\_

Amount Approved \_\_\_\_\_

**FY25 Appeal School Support Grant Application**

School Name \_\_\_\_\_

Name of person submitting the application \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

Debt payments and tuition assistance **are not eligible** for a school support grant. Tuition assistance is provided in a separate distribution.

Examples of eligible school support expenses include salaries, materials and other resources needed to support school programs, and infrastructure maintenance or building projects **that fall within the ordinary administration of a school**. *Please **do not** ask for 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 **School 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 and or photographs.
3. Upcoming fiscal year school budget information. **When submitting the School Budget information, do not include revenue from this grant in your anticipated revenue.**

This application must be signed by the Pastor, Principal, and the Chairs of the Finance Committee. If a grant is awarded, funds will be distributed only for the need described in this application.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal (Printed name and signature)

\_\_\_\_\_  
Finance Committee Chair (Printed name and Signature)

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

Updated: October 8, 2024

## **FY25 Appeal School 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.*

<b>March 1-15, 2025</b>	Office of Stewardship and Development (S&D) emails the Appeal Grant Applications to all parishes, schools, and affiliated organizations.
<b>July 31, 2025</b>	Deadline for parishes/schools to return completed Grant Application and all materials to Jamie Crane at <a href="mailto:jcrane@diocs.org">jcrane@diocs.org</a> . 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.
<b>August 1-15, 2025</b>	Finance Office and Stewardship and Development review of Grant Application.
<b>August 18-31, 2025</b>	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.
<b>September 1-12, 2025</b>	Final recommendations submitted to Bishop Golka.
<b>September 15-30, 2025</b>	Notification calls/emails to all grant requesters. S&D Office is also available to schedule meetings to discuss or clarify decisions.
<b>October 1-31, 2025</b>	Identified grant recipients receive awarded funds.
<b>June 31, 2026</b>	<b>Follow-up Impact Report due from all recipients of grant funds</b>

**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!**

Updated: October 8, 2024