



## 2025 Grant Instructions

### **Who may apply for a grant from the Catholic Foundation of Eastern Montana?**

- Catholic vicariates, parishes, missions, and schools within the Diocese of Great Falls-Billings
- Other Catholic entities and ministries located and operating within the geographic borders of the Diocese of Great Falls-Billings, with priority given to entities that are current beneficiaries of at least one permanent endowment at the Catholic Foundation of Eastern Montana
- Non-Catholic entities which are currently a beneficiary of a permanent endowment at the Catholic Foundation of Eastern Montana (via special permission of the Bishop of the Diocese of Great Falls-Billings and approval of the Catholic Foundation of Eastern Montana Board of Directors)\*

### **Who is ineligible to apply for a grant from the Catholic Foundation of Eastern Montana?**

The Foundation will *not* make grants to other charitable/nonprofit foundations, or to entities that are not Catholic (\*exceptions noted above) and/or not located and operating within the geographic boundaries of the Diocese of Great Falls-Billings. The Foundation does not award grants to individuals.

### **What type of grants does the Foundation award?**

The Foundation awards grants for specific and limited-term projects and programs. Grant funding must be utilized within 12 months of being awarded the funds. The Foundation does not fund multi-year grants or provide ongoing support. Also, funds will not be provided on an emergency basis outside of the grant cycle.

*Please do not apply for items that you can support with your normal operating budget.* The Foundation seeks to maximize the use of its “greatest needs” endowment distributions for the good of the entire Catholic Church within the Diocese of Great Falls-Billings—particularly those who are truly in need.

### **Applications may be submitted for things such as:**

- Specific ministries, programs, projects, events, or continued education/registration fees
- Liturgical purchases
- Building repairs or improvements
- Other needs related directly to the mission of the Catholic Church within the Diocese

### **May we apply for more than one item/project?**

More than one grant may be approved for a single entity; however, the total amount awarded to a single entity will not exceed \$10,000 in one grant year.

### **What types of funding requests are *not* considered?**

- Travel expenses to attend conferences, retreats, youth events, etc.
- General administrative and operating expenses (e.g. staff salary/benefits, marketing, utility costs and normal maintenance)
- Debt and legal fees

### **The following factors are considered in reviewing grant applications:**

- The potential for evangelization
- The extent of the potential benefit to the community being served
- The degree to which the application includes clearly defined outcomes and measurements
- The capacity of the applicant to carry out the proposal in a one-year period (see below)
- Whether the grant represents at least 10% of the total proposal or project budget
- Whether the applicant received a grant previously and, if so, whether the reporting requirements were completely satisfied (or if a current progress report has been provided if the project isn't done)

The Foundation Board will review applications and recommend distributions in accordance with Foundation-established policies and procedures. The Board of Directors will give final approval to grants based on available funds and the strength of applications. To view information about previous grants, visit our website at <https://www.catholicfoundationmt.org/annual-reports/>.

## **Application Procedure and Submission Deadline**

**The deadline for submitted applications is Friday, June 6, 2025.** Please be certain that the application is complete before submitting, as incomplete applications will not be considered.

Submit your completed application form online by June 6. <https://form.jotform.com/241205418970151>

Applicants will receive notification of the Board's action in late July 2025, with grant funding released shortly thereafter.

## **Grant Project and Impact Report**

**Those awarded grant funding will be required to sign a grant agreement prior to receiving the awarded funds. Upon completion of your project, a grant project and impact report must be submitted, which includes the following:** A written thank you letter addressed to the Board and to supporting donors; all invoices or receipts for purchases made using grant funds; a written report of what was accomplished using grant funds; photos of the final grant project; testimonials indicating how members of the community have benefitted from your project; and proof of promotion of your grant to your community. The Grant Project and Impact Report must be completed before applications for a future grant are considered.

## **Excess Funds**

If a grant is awarded but the intended purpose becomes unavailable or is no longer applicable, the Foundation must be notified and any and all awarded funds must be returned to the Foundation or alternate arrangements may be made, pending the approval of the Board of Directors.

## **Important Tip**

**Please appoint someone in charge of seeing that the *Grant Project and Impact Report* is completed and that any excess funds are returned. Completion of these reporting requirements will be noted for future grant cycles.**

**Questions? Please contact the Foundation at [forever@catholicfoundationmt.org](mailto:forever@catholicfoundationmt.org) or (406) 315-1765.**