

GRANT FUND PROGRAM

GRANT FUND APPLICATION INFORMATION, GUIDELINES & PROCEDURES

WHAT IS THE UKRAINIAN CATHOLIC FOUNDATION GRANT FUND PROGRAM?

The Ukrainian Catholic Foundation of Saskatchewan Corporation Grant Fund was established from the proceeds of sale of Sheptytsky Institute. The investment income generated by the Grant Fund will provide grant funds to Parishes/Missions and Eparchial Organizations approved by the Eparch (Bishop) of the Eparchy of Saskatoon (Eparchy).

The Ukrainian Catholic Foundation of Saskatchewan Corporation (UCFSask) has been mandated by the Eparchy to manage the Grant Fund and administer the grant funding program for the Eparchy. The purpose of the grant program is to provide financial grants to organizations within the Eparchy approved by the Bishop.

WHO IS ELIGIBLE TO APPLY FOR THE UCFSASK GRANT FUND?

The Ukrainian Catholic Foundation of Saskatchewan (UCFSask) will consider applications for grants from Parishes/Missions under the auspices of the Eparchy of Saskatoon and from Eparchial Organizations approved by the Bishop for projects/initiatives that align with the UCFSask's mission and purpose.

The Eparchy of Saskatoon and UCFSask's Mission is to:

- To advance the religious core values, mission, objectives, priorities, goals and initiatives of the Eparchy.
- Promote the cultural, social, educational, and spiritual initiatives, policies, and objectives of the Eparchy among Ukrainian Catholics in the Province of Saskatchewan; and
- Assist, financially or otherwise, any organizations that propagate the cultural, social, educational, and spiritual well-being of Ukrainian Catholics in the Province of Saskatchewan in accordance with the initiatives, policies, and objectives of the Eparchy.

GRANT APPLICATION GUIDELINE CONSIDERATIONS/CRITERIA

- 1) Parish/Mission/Eparchial Organization must be in good financial standing, in all material respects with the Eparchy and UCFsask before a grant fund application will be considered by the Grant Fund Committee. Notwithstanding the foregoing, conditional grant approval may be recommended by the Grant Fund Committee and given by the Board to a Parish/Eparchial Organization if it is not in such good financial standing provided that it has made arrangements satisfactory to the Eparchy and UCFsask to return to such good financial standing.
- 2) Parishes/Missions with 75 or more families that make Grant Fund applications for projects exceeding \$15,000.00 will first need to receive approval for the project from the Bishop & Consultors. Parishes/Missions with less than 75 families that make Grant Fund applications exceeding \$7,500.00 will first need to receive approval for the project from the Bishop & Consultors.
- 3) Based on priorities and funds available for distribution, the UCFsask will determine the amount to be distributed from the Grant Fund and establish timelines for submissions of applications through advertising on the UCFsask's website, Eparchial website, Parish Bulletins, and other publications as deemed appropriate.
- 4) As a basic guideline for grant funding, UCFsask may establish priorities for support each year based on needs assessment and diversification of purposes.
- 5) Grant funding will be awarded for definite purposes or specific projects/initiatives covering a specific period.
- 6) UCFsask will consider applications for grants from parishes/missions and eligible Eparchial organizations for projects/initiatives that align with the Eparchy's religious core values, mission, objectives, priorities, goals and initiatives. In addition, grant allocations should also be guided by the recommendations for action to create Vibrant Parishes.
- 7) The organization applying for grant funds will need to demonstrate need, measurable outcomes, long-term benefits and the likelihood of effectiveness of the project/initiative and potential to serve as a model to others.
- 8) The applicant organization should demonstrate a commitment to the project/initiative through a contribution of human and/or financial resources.
- 9) Applications for grant funding must include a budget, tangible, preferable 3rd party estimates where applicable and/or financial plan providing how the funds will be spent.
- 10) Applicant organizations/groups seeking funding from the Grant Fund must demonstrate that they have a strong and committed staff and/or volunteers and capacity to effectively manage project resources.

- 11) Appropriate support from other funding sources may receive preference for grant funding.
- 12) UCFSask will make grants available once per year. However, the Board of Directors will consider special emergency situations between the normal granting time at the recommendation of the Grant Fund Committee.
- 13) Once the original application has been approved, any changes to project scope from the original application must be approved by the UCFSask Board of Directors. In some cases, organizations may be required to submit a new application outlining the new project scope.
- 14) Grant recipient organizations will need to submit a written report to the UCFSask after the completion of the project/initiative providing information on how the grant funds were spent and the resulting benefits. Included with this report, organizations must submit evidence that the funds were spent in accordance with the purpose of the application – ie: paid invoices/receipts.
- 15) Applicant organizations will need to include a letter of support/approval from the Parish Priest with the grant application. The Parish Priest will also need to sign off on the written report upon the completion of the project.
- 16) As a recipient of any grant funding consideration, the applicant organization must be a registered charitable organization within the Eparchy.
- 17) Parishes/Missions or Eparchial Organizations must give consent to publication of funds received from the Grant Fund.

WHAT WILL NOT BE FUNDED BY THE “UKRAINIAN CATHOLIC FOUNDATION GRANT FUND PROGRAM” •

UCFSask shall not accept grant applications for the following:

- Debt retirement or reserves, and mortgage pay-downs.
- General fundraising campaigns
- Support for an organization’s core operating expenses.
- Where the activities of the applicant organization are discriminatory or service the interests of the members, employees, or constituents of those organizations to the exclusion of the community at large.
- Any requests for purposes that are deemed to be illegal, immoral or not in the best interests of the Eparchy.
- Where the applicant organization is not in good financial standing, in all material respects with the Eparchy and UCFSask, except as otherwise provided for in this policy.
- Where prior approval for the project in the grant fund application from the Bishop and Consultors as established in Point #2.

HOW WILL GRANT FUNDING BE ALLOCATED?

The UCFSask Board of Directors (Board) will establish the amount that will be allocated and distributed from the Grant Fund to advance the religious core values, mission, objectives, priorities, goals and initiatives of the Eparchy.

The Board will strive to distribute the entire amount of grant fund available for distribution in a particular year based on the number of applications received and based on the purpose of the projects being applied for. Should a portion of the funds available for distribution not be distributed, the amount left over will be transferred over for distribution to the next year. The Board also reserves the right not to approve any applications where the project being applied for does not in the opinion of the Board, provide measurable outcomes and long-term benefits for the Parish/Mission, Eparchial Organization or the Eparchy.

Should there be an oversubscription to the grant fund, where the total value of the grant fund applications exceeds the total amount available for distribution, the Board reserves the right to fund a smaller portion of the funding amount requested.

Each year, at the beginning of the grant fund distribution process, UCFSask will establish the allocation guide and formula for how the grant funds will be distributed based on the recommendation of the Grant Fund Committee and approved by the Board. UCFSask reserves the right to change the grant allocation guide/formula based on need, purpose of the funding requests and special considerations on a year-to-year basis. Additionally, funding of the grant fund allocated to a particular Parish/Mission or Eparchial Organization, will need to be used in its entirety for the purpose designated by the Parish/Mission or Eparchial Organization in the grant fund application. If the funds will not or have not been used for this designated purpose, the grant funds must be promptly returned to UCFSask by the grantee.

PROCEDURE/PROCESS/TIMELINES

- UCFSask will call for applications for the Grant Fund distribution at the beginning of April.
- The deadline date for Grant Fund Applications will be May 31st.
- The distribution of the Grant Fund will be made by July 31st.

INFORMATION

For further information concerning the Ukrainian Catholic Foundation Grant Fund Program, or if you require assistance in preparing your application, please call the UCFSask Office at: 306-653-0138, ext. 223 or email at admin@ucfsask.org.