

# **SHEPHERD’S GATE GRANT: INSTRUCTIONS**

## **I. Policy Guidelines and Application and Award Criteria**

Shepherd’s Gate has developed policies, guidelines and criteria to ensure that the mission and goals of the Good Shepherd Parish will be respected and fulfilled through its funding efforts. The guidelines outline factors in making grant funding decisions. The criteria are used to determine whether an applicant can be considered for Shepherd’s Gate funding. All Shepherd’s Gate applicants will be responsible for knowing Shepherd’s Gate policies, being familiar with the guidelines, and satisfying the criteria.

### **a. Policy Guidelines and Applicant Criteria**

- The applicant organization must be recognized by, or be in the process of being recognized by, the IRS as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.
- Applicant organizations must not participate in or promote activities that contradict the moral and social teachings of the Catholic Church and must in no way work against the U.S. Conference of Catholic Bishops’ priorities to defend human life and dignity, strengthen family life and the institution of marriage, and foster diversity. For example, applicant organizations that support or promote same-sex marriage, discrimination, capital punishment, abortion, euthanasia, or punitive measures towards immigrants are not eligible for Shepherd’s Gate funding.
- Organizations that receive Shepherd’s Gate funds must be fully nonpartisan when engaging in “get out the vote” (GOTV) activities and must be careful that their voter education efforts do not constitute support or opposition to any candidate. Organizations engaged in partisan political activity or are not eligible for Shepherd’s Gate funding.

The following organizations *are not eligible* for Shepherd’s Gate funding:

- An organization that has received Shepherd’s Gate Grant funding for 3 *consecutive* years in a row.
- An organization that engages in political campaign intervention prohibited under section 501(c)(3) of the Internal Revenue Code.
- An organization that promotes or participates in activities that support principles contrary to Catholic Social Teaching or work against the USCCB’s priorities to defend the life and dignity of all human persons, to strengthen family life and the institution of marriage, and to nurture diversity.
- Organizations controlled by governmental (federal, state, local) bodies.
- Research projects, surveys, planning and feasibility studies, etc.
- Individually owned, for-profit businesses.
- Organizations that would use Shepherd’s Gate money for re-granting purposes or to fund other organizations.

## **b. Grant Award Selection Criteria**

The Shepherd's Gate Grant Review and Selection Committee comes to a consensus on grant winners taking into consideration the following criteria:

- A program mission in line with [Catholic Social Teaching](#);
- Potential to affect significant numbers of people in the Grant area;
- Geographical and cultural diversity;
- Innovative proposals;
- Short and long-term effects on those served;
- Collaboration among other community-based organizations; and,
- Grant amount requested in comparison to the total cost of the program.

## **II. Application Components and Required Information**

**All submissions must contain the following items to be considered for award. Please provide all documents in this order.**

1. A completed Program Application and Narrative Description (outline provided);
2. A detailed line-item budget of the project/program for which funding is being sought;
3. The organization's Statement of Purpose and/or Mission (not to exceed 50 words);
4. A complete list of the organization's Board of Directors with addresses and telephone numbers;
5. A copy of the organization's IRS 501(c)(3) Tax-Exempt Letter or equivalent; and,
6. A copy of the most recent annual Financial Statement of the organization.

*Note:* If you are an agency which provides medical services or consultations, please provide documentation specifically acknowledging your agency-wide adherence to Catholic Social Teaching (<http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/index.cfm>)

## **III. Submission Guidelines**

### **a. Deadline**

Applications must be submitted electronically or *received* in the mail no later than **April 15, 2020**.

### **b. Format**

Application must follow the format provided for *Program Application and Narrative Description*. A copy of the application in a MS Word file may be requested by emailing [grant@gs-cc.org](mailto:grant@gs-cc.org).

All other components listed in *Section II. Application Components and Required Information* must also be included. All components are to be submitted in **one** package and/or email and clearly list name of organization and primary point of contact with contact information. Any submission by mail should be printed double-sided. **Any files sent via email submission should be in PDF.**

**c. Method of Submission**

Electronic Submissions:

[grant@gs-cc.org](mailto:grant@gs-cc.org)

Mail Submissions:

Director of Social Ministry  
Good Shepherd Catholic Church  
8710 Mount Vernon Highway  
Alexandria, VA 22309

For questions or clarifications please contact Good Shepherd Catholic Church at (703) 780-4055 or [s.grunder@gs-cc.org](mailto:s.grunder@gs-cc.org).