



DIOCESAN CATHOLIC SCHOOL ASSESSMENT GRANT PROCEDURE

The Diocesan school assessment grant procedure has been established to provide assistance to *parishes* that are experiencing difficulties meeting the assessment for the financial support of Catholic schools. Grants are needs-based and are not intended to be a permanent source of Parish revenue. For this reason, an application must be submitted annually.

The application procedure involves the following:

- 1) The application, which is on the next page, with all requested documentation, must be submitted by May 1st of the current fiscal year, for consideration of grants for the following fiscal year. Completed applications should be sent to: Peter Stauble, Diocese of Manchester, 153 Ash Street, Manchester, NH 03104 or emailed to: pstauble@rcbm.org
- 2) Prior fiscal year Parish Financial Reports and current fiscal year Parish Budgets must be on file with the Diocese.
- 3) The Bishop has established the Diocesan Grant Committee to meet annually, review applications, and make grant recommendations to the Bishop.
- 4) In some instances, a member of the Finance Office may make arrangements for an interview with the Pastor and Parish Finance Chair to discuss the application.
- 5) Decisions for these grants will be made and communicated by the Finance Officer to Parish applicants during the month of July.
- 6) All grant allocations are effective at the beginning of each fiscal year (July 1st of each year).
- 7) The grant will be applied as a credit against the parish Catholic school assessment.

Please contact Peter Stauble at 663-0116 (pstauble@rcbm.org) to answer any questions regarding this procedure.

Roman Catholic Bishop of Manchester

Diocesan Catholic School Assessment Grant Application

Parish Name:	_____	Finance Council Members:	_____
Location:	_____		_____
Pastor's Name:	_____		_____
Phone Number:	_____		_____
Amount Requested:	\$ _____		_____

NEEDS STATEMENT:

- 1) Explain your parish's need for this grant in summary form. A complete explanation should be included in a cover-letter).

- 2) What plans do you have to avoid the need for future grants?

- 3) What other grants do you presently receive?

- 4) What is your current fiscal year assessment for support of Catholic schools? \$ _____
- 5) How much was collected during the Catholic School Week second collection? \$ _____

REQUIRED ATTACHMENTS:

To facilitate our processing of this application, please enclose the following:

- 1) A cover-letter describing the need and expanding on any answers that do not fit above, and;
- 2) The most recent Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement) from the parish, mission, and/or reconfigured entities.

Pastor's Signature

_____/_____/_____
Date

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