



## **PARISH TO PARISH SUPPORT FUND GRANT PROCEDURE**

The Parish to Parish Support Fund, supported by an annual collection, has been established to provide grants to Parishes that are experiencing financial difficulties. 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 1<sup>st</sup> 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](mailto: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 1<sup>st</sup> of each year).

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

# Roman Catholic Bishop of Manchester

## Parish to Parish Support Fund Grant Application

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

### NEEDS STATEMENT:

- 1) What are the financial challenges facing your parish? A detailed explanation should be included in a cover letter.
- 2) How will this grant be used?
- 3) If a grant is received, what mechanism is in place to address this need in future years?

### QUESTIONNAIRE:

- 1) How often does the Finance Council meet?
- 2) Does the parish have a strategic approach to offertory collections such as a stewardship program?
- 3) What other grants does the parish presently receive?
- 4) Does the Parish tithe to other charitable organizations? If yes, indicate organization(s) and amount:

### REQUIRED ATTACHMENTS:

To facilitate the 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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