

**Rooted in Faith – Forward in Hope 2023**  
**Strengthening Our Faith Grant Application – Cover Sheet**

*(Please save this form to your desktop, complete and return via email or US MAIL to  
Tracy Peters - [tpeters@dioceseofcleveland.org](mailto:tpeters@dioceseofcleveland.org).)*

Name of Applicant \_\_\_\_\_

Title \_\_\_\_\_

Parish Name \_\_\_\_\_

Parish Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parish Phone \_\_\_\_\_ Applicant extension \_\_\_\_\_

Applicant email \_\_\_\_\_

Contact Person if different from Applicant \_\_\_\_\_

Phone number/extension, if applicable, of Contact Person \_\_\_\_\_

Federal Tax ID \_\_\_\_\_

Tax Status \_\_\_\_\_

DRE/Pastoral Minister Signature of Approval \_\_\_\_\_

Pastor Signature of Approval \_\_\_\_\_

Project/Program Amount Being Requested (in whole numbers) \_\_\_\_\_

**Maximum Request \$15,000**

Category of Grant:

Please check only one:

Sacramental Formation for Parents & their Children

☐

Young Adult Formation including Newman Campus Ministry

☐

Parish School of Religion | Faith Formation for Children & & Adolscents

☐

Adult Faith Formation

☐

## **Rooted in Faith – Forward in Hope**

### ***Strengthening Our Faith***

#### **Suggested Criteria to Assist in Writing a Home-based Sacramental Preparation by Parents Grant**

1. Has the pastor approved the contents of this grant?
2. Are the curriculum and materials faithful to the Catechism of the Catholic Church and approved by the United States Conference of Catholic Bishops?
3. Are the software and other materials you are seeking compatible with your current technology? What new technology equipment will you need?
4. How does your grant complement and/or supplement the current diocesan-approved texts?
5. Is this grant request a response to the need expressed by a significant number of parents in your parish? If not, are you willing to share this material with a neighboring parish?
6. Have you included parental training and ongoing support for the new instructional materials?
7. Is this a grant that needs sustaining over several years in order to be effective? How will you address this need?
8. Has the parish been considering this program but did not have the funds to address it?

#### **Suggested Criteria to Assist in Writing a Parish School of Religion Grant**

1. Has the pastor approved the contents of this grant?
2. Is this grant intended for a pre-school, elementary, or high school PSR program?
3. Are the curriculum and materials faithful to the Catechism of the Catholic Church and approved by the United States Conference of Catholic Bishops?
4. Are the software and other materials you are seeking compatible with your current technology? What new technology equipment will you need?
5. Does your grant complement and/or supplement the current diocesan-approved texts?
6. Explain how the program will provide comprehensive preparation and certification opportunities for the volunteer catechists who will teach the PSR students.
7. Does your program include liturgical and service opportunities? Explain.
8. Explain how your program will support the parents in the catechetical formation of their children.

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9. What is your plan of action to maintain the strength of your program? What additional funds are available to you?
10. How will you evaluate the effectiveness of your PSR Program?

**Suggested Criteria to Assist in Writing an  
Engaging Young Adults in the Life and Mission of the Church Grant**

1. Has the pastor/administrator, youth minister and Newman Campus Minister approved the contents of this grant?
2. Are the curriculum and materials faithful to the Catechism of the Catholic Church and approved by the United States Conference of Catholic Bishops?
3. Are the software and other materials you are seeking compatible with your current technology? What new technology equipment will you need?
4. How does your grant accommodate the life circumstances of young adults such as the need for babysitting, provision of a meal, and the need for faith sharing and the development of small Christian communities based on interest or lifestyles of young adults?
5. Is this grant request a response to the need expressed by a significant number of young adults in your parish? If not, how could you share this material with a neighboring parish or several parishes in your district?
6. If you are seeking a grant for Newman Campus Ministry, have you exhausted your ability to receive a grant through the Newman Foundation or would this grant supplement a Newman Foundation grant?
7. Is this a grant that needs sustaining over several years in order to be effective? How will you address that need?
8. Has the parish been considering this program but did not have the funds to address it?

**Suggested Criteria to Assist in Writing an  
Adult Education Grant**

1. Has the pastor approved the contents of this grant?
2. If you represent a diocesan office, can you substantiate the planning for implementation in the diocese that has preceded your request of this grant?
3. If you represent a diocesan office, do you intend to collaborate with any other diocesan office such as Evangelization, etc.? Please explain.

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4. Are the curriculum and materials faithful to the *United States Catholic Catechism for Adults* and the *National Directory for Catechesis*?
5. Does your grant complement and/or supplement the current thinking on adult faith formation found in the Church's catechetical documents?
6. Are the software and other materials you are seeking compatible with your current technology? What new technology equipment will you need?
7. Is this grant request a response to the need expressed by a significant number of adults in your parish or a survey that reveals this need? Explain.
8. Have you included research you may have done about programs in other dioceses?
9. Is this a grant that needs sustaining over several years in order to be effective? How will you fulfill this need?
10. Has the parish been considering this program but did not have the funds to address it?
11. Have you considered running a program that could include neighboring parishes?

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**Strengthening Our Faith Grant Application –**  
**Project Explanation**

**Project/Program Title**

*Please briefly describe your project/program in 10 words or less. You will have an opportunity to fully describe your project below. Examples: development and implementation of Sacramental preparation materials for parents/guardians for use with their children; support for Parish Schools of Religion to strengthen volunteer catechist formation, and curricular programming with service and retreat opportunities for students; enhancement of opportunities for young adults in Newman Campus Ministry to connect with their parishes and to deepen their faith; strengthening adult faith formation within parishes and diocesan-wide including a website dedicated to adult faith formation resources.*

**Project Name:** \_\_\_\_\_

**Project Start Date:** \_\_\_\_\_

**Project End Date:** \_\_\_\_\_

**Project Description** (See Suggested Criteria - attached and available under the Parish Catechetical Leader Group on the DigitalAcademy for assistance in writing your description.)

**Explain the project/program to be funded by this request.**

☐ How will this advance your mission?

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***Strengthening Our Faith Grant Application – Project Explanation***

☐ How does it support the accomplishment of your parish goals? Which goals?

☐ What activities will ensure that you have met your goal(s) and objectives?

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***Strengthening Our Faith Grant Application – Project Explanation***

☐ When the project/program is completed, what do you hope will have been accomplished?

☐ If a program, do you anticipate it to be ongoing? Does your budget include a request for funding to continue the program? How will you measure success of the program/project?

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***Strengthening Our Faith Grant Application – Project Explanation***

Have you received RIF funds in the past?      YES \_\_\_\_      NO \_\_\_\_

If so, have you submitted all required year end project reports? \_\_\_\_\_

**Numbers served by the program/project**

How many children/parents/adolescents/young adults/adults (indicate which group this program/project targets) will be given opportunities to strengthen their faith through this program/project? \_\_\_\_\_

**Project Budget**

What is the total cost of the program/project? Whole numbers only \_\_\_\_\_

Attach separate Budget Sheet with estimated line items for materials, resources, equipment and services

Please e-mail completed application to  
[tpeters@dioceseofcleveland.org](mailto:tpeters@dioceseofcleveland.org) or mail a hard-copy  
to:

**Tracy Peters**  
**Office of Catholic Education**  
**1404 East Ninth Street, 2<sup>nd</sup> Floor**  
**Cleveland, OH 44114**

**Grant Applications for Round Twelve of**  
***Strengthening Our Faith* are due**  
**November 1, 2023**

**Grants for Round Twelve will be decided**  
**in December 2023**

**Grant Awards will be presented**  
**In January/February 2024**



## Strengthening Our Faith 2023 Budget Form

1.) Please provide a copy of the Parish/School <u>most current financial statements.</u> (Balance Sheet and Income and Expense Statement)
2.) Please provide a copy of the Parish/School Operating Budget for the current fiscal year.
3.) Any other financial information available that will assist in this distribution process.

<b>DISTRIBUTION REQUEST—PROJECT BUDGET</b>	
<b>Program/Project Title</b>	
Program/Project Costs:	<i>N.B., these are excluded from funding: pilgrimages, facilities, salaries.</i>
— Equipment	\$
— Catechetical Materials	\$
— Stipends	\$
— Other Costs	\$
Total Program/Project Costs	\$
Community served	
Number of people to be served by this Program/Project	
<b>TYPE OF REQUEST (check only one category)</b>	
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <input type="checkbox"/> Sacramental         </div> <div style="text-align: center;"> <input type="checkbox"/> Religious Education, Faith Formation for Children &amp; Adolescents         </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="text-align: center;"> <input type="checkbox"/> Adult Education         </div> <div style="text-align: center;"> <input type="checkbox"/> Young Adult Formation         </div> </div>	
<b>SIGNATURES</b>	
Signature of Pastor/Administrator:	
Prepared by:	
Contact Person:	
Phone:	Email:

# Rooted in Faith (RIF)– Forward in Hope Grants Program Final Report

## Secretariat for Catechetical Formation and Education

The Secretariat for Catechetical Formation and Education expects a final report detailing the progress and activities you were able to accomplish because of your grant.

*This report should be sent by email within **90 days** of the end date of your project along with a detailed accounting of the funds spent to:*

**Tracy L. Udrija-Peters, M.M., M.B.A.**

Catholic Diocese of Cleveland

Phone: 216-696-6525 ext. 1022

Fax: 216-579-9655

[tpeters@dioceseofcleveland.org](mailto:tpeters@dioceseofcleveland.org)

**Name of parish/school/entity:** \_\_\_\_\_

**Date grant was awarded:** \_\_\_\_\_

**Name of specific project/program:** \_\_\_\_\_

**Area in which grant was awarded:** \_\_\_\_\_

**Amount received:** \_\_\_\_\_

**Completing report: Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date submitting report:** \_\_\_\_\_

## **Rooted in Faith (RIF)– Forward in Hope Grants Program Final Report**

**Objective(s) your organization set out to achieve:**

**Outcome(s) achieved:**

## Rooted in Faith (RIF)– Forward in Hope Grants Program Final Report

**Factors contributing to the success of the program:**

**Program Plans for the Future:**

**Financial Report on Program:**

*Please attach a detailed project budget showing how the Rooted in Faith – Forward in Hope Grant funds were used. It is understood that you will return any unused funds with this report.*