



CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT  
FUNDING BOOKLET

The Catholic Campaign for Human Development (CCHD) is an action-based education program sponsored by the Catholic Bishops of the United States. Since its inception, CCHD has funded projects throughout the U.S. which aim to attack the basic causes of poverty and empower the disadvantaged. Funds are allocated on a non-denominational basis.

The Catholic Campaign for Human Development funds proposals at two levels:

**NATIONAL GRANTS:** funded by the National Office in Washington D.C.

**RANGE: \$10,000 - \$75,000;** any group interested in applying for a National CCHD Grant can check out the national requirements at <https://www.usccb.org/committees/catholic-campaign-human-development/cchd-grants-general-information>

**LOCAL GRANTS:** funded by the local Catholic Diocese

**RANGE: Up to \$10,000;** the CCHD Application is found at <https://saginaw.org/catholic-campaign-human-development-cchd-0>

**The deadline for local grant applications is November 30.**

This application is for a LOCAL grant only.

Email your application and proposal narrative to Kellie Deming at [kdeming@diosag.org](mailto:kdeming@diosag.org) or mail it to:

Kellie Deming, CCHD Director  
5800 Weiss Street  
Saginaw, MI 48603

If you need assistance in filling out your application, please contact Kellie Deming, at (989) 797-6609.

## **CCHD FUNDING PROCESS**

1. The application form and the proposal narrative are two separate items. The proposal narrative is a detailed description of a project which your organization intends to carry out. The narrative, which should accompany the application form, must not exceed five pages in length.
2. It is policy of the Catholic Campaign for Human Development to allocate funds only to organizations which are incorporated, and which have an Internal Revenue Service 501.C3 or 501.C4 designation. If the applicant organization is not incorporated and federally tax-exempt, then CCHD may allow funds to be channeled through an organization which has such status. The channeling agency does not direct the project; it transmits CCHD funds and oversees their proper use.
3. Projects may receive up to six annual CCHD grants. Since grants are awarded on an annual basis, there is not a guarantee that a CCHD grantee will be funded in subsequent years.
4. Funding decisions are made annually, and funds dispersed by the end of June.

## **DEFINITION OF TERMS**

1. **SEED MONEY** is an initial amount of money from external funding sources, including CCHD, used to help start a project and generate money from other sources.
2. **MATCHING FUNDS** would be a CCHD grant for a project which will obtain a sum of money from another source on a dollar-for-dollar basis (i.e., \$1 to get \$1, \$1 to get \$2, \$1 to get \$3).
3. **GRANT ALLOCATION** is an award of funds.
4. **CONDITION** is a qualification placed on the grant contract which must be met prior to receipt of funds.
5. **SELF-SUFFICIENCY** means that the project will generate needed financial and technical support by the time of completion of CCHD funding.
6. **TECHNICAL ASSISTANCE** means supplementary services provided to programs to improve their effectiveness.
7. **GRASSROOTS FUND-RAISING** means income derived from within the grantee organization (such as membership, dues, book sales, ad books, special events, direct mail, etc.).

## CRITERIA FOR CCHD FUNDING

1. The project must benefit low-income people. In the proposal narrative you need to state how you define poverty for your community. This can be both descriptive and/or statistical. You may use federal, state, local, or other indicators to define poverty. To assist you, we are providing you with the most recent National Poverty Guidelines from the Health and Human Services Administration effective 2023.

<u>Size of Family</u>	<u>Income</u>
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280

**SOURCE:** *Federal Register*, January 19, 2023, pp. 3424-3425

2. Projects must be directed to institutional change by attacking the bases of social, economic, or political causes of poverty. CCHD defines institutional change as:
  - Modification of existing laws and/or policies;
  - Establishment of alternative structures and/or redistribution of decision-making powers;
  - To a lesser extent, providing services that will result in such institutional change or focusing attention on institutional change.

CCHD's definition of institutional refers to policies and operational structures of government, corporations, or private agencies which create poverty, keep people poor, or impose injustices on poor people. **The following examples are frequent interpretations of institutional change which do not meet CCHD's definition of institutional change:**

- Advocacy for an individual or many individuals resulting in a more just situation for the individuals but not changing the structure or official policy of the institution;
  - Changes in attitudes of persons who provide services to poor people, but not affecting the government, corporate or agency policies and structures;
  - Attitudinal or relational changes in the institution or the family.
3. No CCHD funds will be granted to organizations that would use CCHD money to fund another organization.
  4. **The project activity for which funding is requested cannot oppose the moral teaching of the Catholic Church** (see the *Basic Principles of Catholic Mission* as they are applied by the Catholic Campaign for Human Development on page 5).

5. Projects should directly benefit a relatively large number of people, rather than a few individuals.
6. Projects should generate cooperation and solidarity among and within diverse groups in the interest of fostering greater mutual understanding in society.
7. Projects should document CCHD funding to help generate funds from other sources, and to help the project become self-supporting with the timeline established in the proposal.
8. Projects organized by parishes must be focused on social justice, cannot bring support for the parish exclusively, and must benefit a low-income group.

### **CRITERIA FOR COMMUNITY DEVELOPMENT GRANTS**

1. The dominant voice in the project must be from the poverty community. Priority will be given to those organizations who have people who plan, implement, and make policy (e.g., the Board) for a project, and are themselves involuntary poor (clergy, student, VISTA volunteers, etc., are considered by CCHD to be voluntarily poor).

Projects which do not presently meet this criterion should document the following in the proposal narrative:

- Will members of the low-income community have the dominant role in the planning, implementing, and policy making in the future?
- How will members of the low-income community be involved in determining their need for the project?
- What time schedule is planned for the low-income community to assume leadership and control of this project?

### **CRITERIA FOR ECONOMIC DEVELOPMENT GRANTS**

1. The applicant's efforts must benefit a poverty group. At least one-third of those benefiting from the organization's efforts must be from the low-income community.
2. The project's central focus must be job creation and/or business.
3. Projects must be directed to developing jobs that pay a living wage. They must have the potential to create jobs.
4. The applicant must have completed an assessment of community needs and resources, have a trained board of directors, and have a strategic plan for the development of the project.

### **Projects that do not meet CCHD criteria:**

- Direct service projects (e.g., day care centers, recreation programs, community centers, scholarship subsidies, counseling programs, referral services, cultural enrichment programs, direct clinical services, emergency shelters and other services, refugee resettlement programs, etc.);
- Projects by government (federal, state, local) or educational bodies;
- Projects sponsored by organizations, which at present receive substantial sums from other funding agencies (private or public), unless the applicant documents that this project cannot be funded by these agencies;
- Research projects, surveys, planning and feasibility studies, etc.;
- Individually owned, for-profit businesses;
- Projects engaged in partisan political activities, or projects sponsored by organizations whose major focus is in partisan activity.

### **Basic Principles of Catholic Mission** (as they are applied by CCHD):

When the Catholic Bishops of the United States established the Catholic Campaign for Human Development in 1970, they mandated the Campaign to fund “such projects as voter registration, community organizations, community-run schools, minority-owned cooperatives and credit unions, capital for industrial development and job training programs and setting up of rural cooperatives.”

- 1) **Dignity of the Human Person:** The dignity of the human person is a central theme running throughout Catholic Social Teaching. This principal asserts that the human person is made in the image and likeness of God, that human life is sacred and must be preserved from conception through natural death, and that each person possesses a basic dignity that comes from God.
- 2) **“Poor and vulnerable** people have a special place in Catholic Social Teaching. A basic moral test of a society is how its most vulnerable members are faring. Our tradition calls us to put the needs of the poor and vulnerable first.”
- 3) “Flowing from our God-given dignity, **each person has basic rights and responsibilities.** These include the rights to freedom of conscience and religious liberty, to raise a family, to immigrate, to live free from unfair discrimination, and to have a share of earthly goods sufficient for oneself and one’s family. People have a fundamental right to life and those things that make life truly human: food, clothing, housing, health care, education, security, responsibilities, - to one another, to our families, and to the larger society, to respect the rights of others and to work for the common good.”
- 4) The **common good** is “the sum of those conditions of social life which allow social groups, and their individual members, relatively thorough and ready access to their own fulfillment.”
- 5) Peace is not simply the absence of conflict; it must include efforts which build and promote **“a civilization of love.”** The goal of peace, so desired by everyone, will certainly be achieved through the practice of virtues which favor togetherness, and which

teach us to live in unity, so as to build in unity, by giving and receiving a new society and a better world.

CCHD will not consider organizations which promote or support violence, racism, sexism, or other prejudices, in any form. We realize that conflict is inevitable and often an element of social change. However, conflict must take place in an atmosphere of nonviolence and respect for human persons.

**Signatures of authorized organization officials on the Grant Agreement indicate adherence to these principles in the administration of any CCHD-funded organization.**

## **PROPOSAL NARRATIVE INSTRUCTIONS**

To assist organizations applying to the Catholic Campaign for Human Development for funding, the following guidelines for writing the proposal narrative have been developed. The instructions have been designed to provide organizations with a clear understanding of the type of information CCHD looks for in evaluating proposals. This includes questions that should be answered in **ALL** proposals.

**The proposal narrative should be no more than five double-spaced typewritten pages.**

**Briefly state the organization's history and focus/purpose/mission:** What has been the organization's most significant accomplishment to date?

### **Membership:**

Who are the members of the organization? How many members are there and how do they join the organization? How many people benefit from the project? How do members and/or people benefiting from the project actively participate in determining priorities, decisions, and strategies of the project?

### **Policy Making Board:**

How is the board elected/selected? How often does the board meet? How is the board accountable to the membership? Please attach minutes from your last board meeting and attach a copy of the motion approving the submission of this proposal to CCHD. Describe how your board meets CCHD's requirement of representation from the low-income community. If the board does not presently meet this criteria, please state why and what steps are being taken to satisfy this criteria (see page 3 – Criteria for Funding). Also, give a brief biographical sketch of each board member. Include information about work and volunteer experience; special skills or knowledge they bring to the organization.

### **Leadership and Staff Development:**

Describe plans for leadership development. How are leaders recruited and trained for leadership roles in the project? Please attach resumes of key staff and volunteers.

**Technical Assistance:**

What help or assistance do you need? Is the project affiliated with a consultant through which you can obtain training or assistance?

**Budget and fund-raising** (You must fill out the budget form in the application):

- Attach a copy of your business plan.
- What other sources of income have you generated?
- Attach a financial statement for the organization from the most recent fiscal year.

**Questions for Community Development:**

1. What problem are you addressing?
2. Who is harmed by the problem? Describe the community which your project will serve. What income levels or other indicators are used to define poverty in your community? Provide a dollar amount and identify the source for the definition of poverty (see page 3 – Criteria for Funding).
3. What causes the problem?
4. How does your organization plan to address the causes?
5. How are you going to measure your impact on the problem and causes?

**Questions for Economic Development:**

1. Give an executive summary of the project (one page or less).
2. What is the organization's mission, history, and business development experience? What have been the organization's most significant accomplishments to date? What are your challenges?
3. Briefly describe your community in one or two paragraphs, specifying how prospective employees and the community at large will benefit. Include an explanation of how "low-income" is defined in your application.
4. Describe the business or business idea. Include a precise explanation of the number of jobs that may be created, the anticipated ownership structure and the form of incorporation.
5. Describe the key business issues and how they will be investigated, clarified, or addressed. Include an outline of who will carry out this work and a time for its expected completion.

## Catholic Campaign for Human Development Application Checklist

- \_\_\_ 1. Did you complete the CCHD application form?
- \_\_\_ 2. Did you complete the board information for the Board of Directors of your organization?
- \_\_\_ 3. Did you complete the proposal narrative and include:
  - \_\_\_ a. Project Budget
  - \_\_\_ b. Project Board Information

### ATTACHMENTS:

- \_\_\_ 1. Resumes of key staff and job descriptions
- \_\_\_ 2. Last year's financial statement
- \_\_\_ 3. Minutes from last board meeting