

**Bishop's Annual Appeal Emergency Assistance Fund
Grant Application Guidelines**

Grant Evaluation & Recommendation	A Fund Review Committee will meet twice per year to review summarized grant applications. After evaluation and prioritization, the committee's recommendations will be presented to the Vicar General and Bishop of Charleston for approval.
Purpose	The purpose of the Emergency Assistance Fund is to provide a direct line of assistance from the Diocese to parishes and schools for one-time emergency and/or maintenance needs.
Qualifying Activities	Awards are available for non-recurring items such as: <ol style="list-style-type: none"> 1. Construction projects – materials and services 2. Building repairs and maintenance
Examples of Previous Awards	<ol style="list-style-type: none"> 1. Installation of tankless gas system 2. Remediation for water damaged parish center, school, or rectory 3. Roof and gutter repair due to leaks 4. Heating and Air Conditioning repair issues 5. Parking lot repairs 6. Installation of handicap accessibility 7. Security system and networking installation
Activities Not Supported	Emergency Assistance Funding does not support: <ol style="list-style-type: none"> 1. Tuition Assistance 2. Direct assistance to programs or for the poor 3. Employee salaries 4. Insurance premiums 5. Computer software 6. Stipends or travel expenses associated with sacramental ministry 7. On-going projects 8. Reimbursements
Grant Eligibility	All eligible grants will be considered by the review committee. Applicants will not be excluded if they have received a prior award.
Grant Award Limit	The maximum grant is \$10,000. Certain projects, depending on their scope, will need to go through the Building Renovation Advisory Committee.
Grant Expiration	All awards must be requested specifically for project identified in the award and must be requested within twelve (12) months of the date of the award letter or funds will be forfeited.
Definition of Requests	<p>Parish or School Special Emergency Needs: An emergency need that might prohibit immediate function in the parish or school. For example, roof leak or air conditioning system repair</p> <p>Maintenance and Utility Needs: A need that is desired but not critically important or essential to the function of the parish or school. For example, update of electrical system or new carpet for parish or school</p>
Contact Person	Office of Planning and Operations
Contact Information	General Application Questions and Submission: Kelly C. Bruce, Director of Planning and Operations kbruce@charlestdiocese.org (843) 261-0526
Deadlines for Submission	Deadline for spring application submission is April 1 st ; notification by May 15 th Deadline for fall application submission is September 1 st ; notification by October 15 th
Required Documentation	All applications must include: <ol style="list-style-type: none"> 1. Completed application 2. Qualified Estimate or Proposal (application rejected without this component)