



# EMERGENCY ASSISTANCE FUND

## *Grant Application Guidelines*

<b>GRANT EVALUATION &amp; RECOMMENDATION</b>	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.
<b>PURPOSE</b>	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.
<b>QUALIFYING ACTIVITIES</b>	Awards are available for non-recurring items such as: <ol style="list-style-type: none"><li>1. Construction projects – materials and services</li><li>2. Building repairs and maintenance</li><li>3. Items noted on most recent CMG Risk Assessment Report</li></ol>
<b>EXAMPLES OF PREVIOUS AWARDS</b>	<ol style="list-style-type: none"><li>1. Installation of tankless gas system</li><li>2. Remediation for water damaged parish center, school, or rectory</li><li>3. Roof and gutter repair due to leaks</li><li>4. Heating and Air Conditioning repair issues</li><li>5. Parking lot repairs</li><li>6. Installation of handicap accessibility</li><li>7. Security system and networking installation</li></ol>
<b>ACTIVITIES NOT SUPPORTED</b>	<i>Emergency Assistance Fund does not support:</i> <ol style="list-style-type: none"><li>1. Tuition Assistance</li><li>2. Direct assistance to programs or for the poor</li><li>3. Employee salaries</li><li>4. Insurance premiums</li><li>5. Computer software</li><li>6. Stipends or travel expenses associated with sacramental ministry</li><li>7. On-going projects</li></ol>
<b>GRANT ELIGIBILITY</b>	All eligible grants will be considered by the review committee. Applicants will not be excluded if they have received a prior award.

<p><b>GRANT AWARD LIMIT</b></p>	<p>The maximum grant awarded is \$10,000 per location, per round. Only one submission per location will be considered during each round. Certain projects, depending on the scope, will also need to be presented to the Building Renovation Advisory Committee.</p>
<p><b>GRANT EXPIRATION</b></p>	<p>All awards must be requested specifically for project identified in the award and must be requested within <b>twelve (12) months</b> of the date of the award letter or funds will be forfeited.</p>
<p><b>DEFINITION OF REQUESTS</b></p>	<p><b>Parish or School Special Emergency Needs:</b> An emergency need that might prohibit immediate function in the parish or school. For example, roof leak or air conditioning system repair</p> <p><b>Maintenance and Utility Needs:</b> 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> <p><b>Facility Repairs:</b> Unexpected repairs needed but not covered by insurance and completed within the last (six) 6 months. For example, replacing HVAC units before the expected end of use.</p>
<p><b>REQUIRED DOCUMENTATION</b></p>	<p>All applications must include:</p> <ol style="list-style-type: none"> <li>1. Completed application</li> <li>2. Qualified Estimate or Proposal (application rejected without this component)</li> <li>3. Vendor/Contractor's COI &amp; W9</li> <li>4. Vota for projects with cost above \$10,000</li> </ol>

## GENERAL APPLICATION QUESTIONS & SUBMISSION

OFFICE OF PLANNING & OPERATIONS  
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### SUBMISSION DEADLINES

*Spring Application Submissions*

Deadline: **April 1**  
Notification by: **May 15**

*Fall Application Submissions*

Deadline: **September 1**  
Notification by: **October 15**