

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 services2. Building repairs and maintenance3. Items noted on most recent CMG Risk Assessment Report
EXAMPLES OF PREVIOUS AWARDS	<ol style="list-style-type: none">1. Installation of tankless gas system2. Remediation for water damaged parish center, school, or rectory3. Roof and gutter repair due to leaks4. Heating and Air Conditioning repair issues5. Parking lot repairs6. Installation of handicap accessibility7. Security system and networking installation
ACTIVITIES NOT SUPPORTED	<i>Emergency Assistance Fund does not support:</i> <ol style="list-style-type: none">1. Tuition Assistance2. Direct assistance to programs or for the poor3. Employee salaries4. Insurance premiums5. Computer software6. Stipends or travel expenses associated with sacramental ministry7. On-going projects
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> <p>Facility Repairs: Unexpected repairs needed but not covered by insurance and completed within the last 6 months. For example, replacing HVAC units before the expected end of use.</p>
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) 3. Vendor/Contractor's COI & W9 4. Vota for projects with cost above \$10,000

GENERAL APPLICATION QUESTIONS & SUBMISSION

OFFICE OF PLANNING & OPERATIONS
Kelly C. Bruce, Director
kbruce@charlestdiocese.org | [843-261-0526](tel:843-261-0526)

SUBMISSION DEADLINES

Spring Application Submissions

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

Fall Application Submissions

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