

**Parish Youth Ministry Endowment
Catholic Foundation of the Diocese of Beaumont Inc.**

The endowment for parish youth ministry was established to generate funds for grants to be used to provide assistance for parishes and missions within the Diocese of Beaumont who are in need of Parish Youth Ministers and training to help with young people's faith development but are unable to financially meet that need. The endowment was established in 2009 by gifts to the "Together for God's Good Work" campaign.

Funds from this endowment will be distributed annually through grants. Applications can be made any time during the fiscal year and will be reviewed by a committee appointed by the Bishop of the Diocese of Beaumont that will make recommendations to the bishop on awards. Committee members should include the Vicar General for the diocese, its CFO, Director of Youth Ministry, Director of Stewardship (Development) Human Resources or those serving in a similar capacity.

Consideration for funding distribution in keeping with donor intent:

- Parishes/missions who do not have a full-time Youth Minister and are financially unable to compensate a full-time Youth Minister.
- Parishes/missions which need to upgrade their Youth Ministry to help with young people's faith development but are unable to do so financially.
- Projects or ministries that assist a parish or parishes in providing Youth Ministry when a parish or mission is unable to financially support or sustain an independent program.

Requests can be made for multi-year support up to three years. Awards for multi-year grants will be determined on the availability of funds and need of the applicant. Guidelines and application form will be posted on the website.

In any given year, if there is an absence of applications for funding, the Bishop of the Diocese may use an alternate method to fulfill the purpose of the endowment that is keeping with the donors' intent. Those awards may also be for multi-year support up to three years.

Revised June 2019

Parish Youth Ministry “Good Work” Endowment Grant

I. Purpose of the Grant

To provide grants to assist parishes and missions within the Diocese of Beaumont that are in need of a Youth Minister or help with the development of young people’s faith but are unable to financially meet that need.

II. Funding Priorities

- Parishes/missions which need to hire a Youth Minister or compensate an existing volunteer or part-time Youth Minister but are not financially able to do so.
- Parishes/missions which need training for their Youth Minister or additional programming to help develop the faith of their youth but are unable to do that financially.
- Projects or ministries that assist a parish or parishes in providing Youth Ministry when a parish or mission is unable to financially support or sustain an independent program.

III. Policies and Procedures

- A. Requests must be made on the application form provided by the Diocese of Beaumont. Attachments can be provided when necessary. All elements of the application form must be completed in order to be considered.
 1. Job Description if requesting funding for a Youth Minister. The job description submitted for the application must be one approved by the Diocesan Human Resources Director.
 2. Benefit to parish/mission youth. What are goals and vision for the program? What is the possible impact of the grant?
 3. Evaluation-What data, record-keeping or criteria will you use to evaluate success?
 4. Salary: Applicant must coordinate with the diocesan Director of Human Resources to determine an appropriate salary if seeking funding for an employee.
 5. Budget-Submit proposed Youth Ministry Budget for one year on worksheets provided.
- B. Requests must have the approval of the pastor of the parish/mission making application. Please submit a letter from pastor indicating that approval.
- C. Preference will be given to requests which show that they are sustainable.
- D. Once approved funds will be distributed monthly. Award letter will indicate start and timing of funds distribution
- E. Applications must be submitted no later than January 30 of any year to be considered for the next fiscal year.
- F. Grantee shall be accountable for funds by complying with the timing and procedures for reporting outlined in the application form. Reporting form will be provided at the time of the award. Reports will be submitted to Diocesan Director of Youth Ministry.
- G. For questions regarding the application form/process: Director of Stewardship 924-4302.

Submit completed application request to
Director of Stewardship

stewardship@dioceseofbmt.org

Subject line: Youth Ministry Good Work Endowment Application

Revised 11/7/2019

APPLICATION FORM
Parish Youth Ministry Endowment

Name of Parish, Mission/Project: _____

Name of Pastor: _____

Name of Parish/Mission Contact: _____

Street Address: _____

City: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

Name of Project Coordinator: _____

Telephone: _____ Fax: _____

E-mail address: _____

If your submission is for a Youth Minister position, is the position in existence in any form?

Describe the form. (volunteer, part-time paid, vacant, etc.) _____

For how long? _____

Attach a letter of recommendation from the Pastor of Parish/Mission that will benefit from grant. His letter should indicate that the pastor has consulted with Diocesan Youth Ministry, his pastoral and finance councils prior to application for grant. **Attachment A**

PROPOSAL FOR FUNDING – Part 2

Requests can be made for multi-year support up to three years. Awards for multi-year grants will be determined on the availability of funds and need of the applicant.

- 1. Job Description:** (If funding is for a position, please attach job description indicating it has been reviewed by Diocesan Human Resources Department. **(Attachment B)**)
- 2. Project description:** (fewer than 500 words)
- 3. Describe how this position/program will benefit Catholic Youth Ministry? Possible impact of the grant?** (500 words or fewer)
- 4. What record keeping or data will you use to show change or evaluate success?** (300 words or fewer)

5) Is this a one-year or three-year request? _____

6) If the request is only for one year, list the total amount for that one year _____

7.) If the request is for three years, list the amount requested for each year?

- a. 1st year award amount requested _____
- b. 2nd year award amount requested _____
- c. 3rd year award amount requested _____
- d. Total award request _____

8.) How will position and/or program be sustained in the future: (300 words or fewer)

Please note: If awarded, grantee will agree to make quarterly reports on one-year grant. If a report is not submitted at the end of each quarter, disbursement of future funds will be delayed. If multi-year grant is awarded, grantee will commit to making a yearly report. Funding for second or third years of a multi-year grant will not be disbursed if report for the previous year has not been submitted. You must use the diocesan reporting form provided for all reports. Failure to report may cause current funding to be discontinued or place new requests in jeopardy. Application and reporting forms can be found on diocesan website under "Resource" tab.

PROPOSED BUDGET- Part 3

*(Budget is for one fiscal year)

Expenses:

Salary and benefits \$ _____

Other Programing Costs (Please as specific as possible) \$ _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Total \$ _____

Revenues:

Parish Contribution: \$ _____

Other Grants/ Gifts/Fees:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

Good Works Religious Education Award: \$ _____

Total: \$ _____

Please list the expense(s) to which the proposed grant funds will apply during one fiscal year.

Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
Name of Expense	_____	Amount	_____
		*Total	_____

***Total should be the same as #6 for a one year grant or line #7a for one year of a three - year grant.**