

**LOCAL GRANT APPLICATION CHECKLIST**  
**Catholic Campaign for Human Development**  
**2018 Local Grant Proposals**

Your Application must include the following information:

- 1. Completed grant application form.
- 2. A detailed budget. List specifically what the money from this grant will be used for. Include a budget for the organization (if different from project). (Please see Project/EDI Budget form.)
- 3. For economic development grant applicants, a two to three year strategic or business plan.
- 4. List of Board of Directors indicating which are low-income.
- 5. IRS Letter of Determination of 501-C3 Exemption Status for your organization or for your fiscal sponsor.
- 6. **For those who received local CCHD grant money for projects in 2017** – if not already submitted, include a brief interim report. Please contact the CCHD Diocesan Coordinator at [mmckimmey@cceb.org](mailto:mmckimmey@cceb.org) or 510-768-3176 to learn what should be included in the report. **(Failure to include this may jeopardize your request for 2018 funds.)**
- 8. Additional attachments are limited to one page. **Applications must be signed and dated and be e-mailed, delivered or postmarked by Tuesday, July 31<sup>st</sup>, 2018.** The CCHD committee will review all proposals and make the funding decisions by September 2018.

**Failure to follow this format may result in the disqualification of your organization's request.**

Please send completed proposals to:

CCHD Local Committee  
Catholic Campaign for Human Development  
433 Jefferson Street  
Oakland, CA 94607