

LOCAL GRANT APPLICATION CHECKLIST
Catholic Campaign for Human Development
2019 Local Grant Proposals

Your application must include the following information:

- 1. A community development grant proposal covering the list of required questions along with the completed application cover sheet or a completed economic development 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 2018** – if not already submitted, include a brief interim report. Please contact the CCHD Diocesan Coordinator at 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 2019 funds.)**
- 7. Additional attachments are limited to one page. **Applications must be signed and dated and be e-mailed, delivered or postmarked by Monday, August 5th, 2019.** The CCHD committee will review all proposals and make the funding decisions by September 2019.

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

If submitting completed proposal by U.S. Mail, please send to:

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