

**LOCAL GRANT APPLICATION CHECKLIST**  
**Catholic Campaign for Human Development**  
**2020 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 for the organization. If you are requesting funding for a project, be sure to include the project budget.
- 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 2019** – 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 2020 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 3<sup>rd</sup>, 2020.**

The CCHD committee will review all proposals and make the funding decisions by September 2020.

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

**PLEASE SEND THE COMPLETED PACKET:**

- By e-mail to [CCHDEastBay@cceb.org](mailto:CCHDEastBay@cceb.org).
- By U.S. Mail, or by in-person delivery to:

Catholic Campaign for Human Development  
c/o Catholic Charities East Bay  
433 Jefferson Street  
Oakland, CA 94607