

## TRINITY VICARIATE GRANT REQUEST PROCESS

### OVERVIEW

- The Trinity Vicariate parishes may submit a grant request for up to five hundred dollars in funds to assist with an evangelization program.
  - Maximum request per proposal \$500.
  - One proposal per parish annually.
  - Proposals may be submitted on a quarterly basis: January, April, July and October.
- Requests must be received by the 15<sup>th</sup> of the above listed months: January, April, July and October.
- The vicariate's decision(s) of the grant awards shall be communicated in writing to the parish within sixty days of submission. Award will follow.
- The executive board of the vicariate will make the approval decisions.

### REQUEST PROCESS

1. At any time during the year, an evangelization project may be identified by a Trinity Vicariate parish for which they require financial assistance.
2. A grant proposal may be submitted to the vicariate, requesting financial assistance for up to \$500.
3. The proposals shall be submitted to the vicariate treasurer's assistant.
4. The Trinity Vicariate Executive Board shall review the proposal(s) and make approval decisions.
5. In the case of the volume of grant requests in total being greater than the vicariate's budgeted amount, the vicariate pastoral council will select the awardee(s) based on parish need and the proposed program's value.

### GRANT PROPOSAL CONTENT

1. Cover Letter
2. Executive Summary – synopsis of the activity to be provided by the parish including the goals, objectives and amount of money requested.
3. Statement of Need
4. Effectiveness measures and follow-up plan

Two copies of the grant proposal should be provided, if submitted by mail, to Ronald Eady, Trinity Vicariate Treasurer's Assistant, at Christ the King Church, 16805 Pierson, Detroit, MI 48219. The proposal may also be emailed to Mr. Eady at [ron\\_eady@yahoo.com](mailto:ron_eady@yahoo.com).