

# St. Vincent de Paul Church

1416 W. Poplar Street  
Rogers, AR 72758  
(479) 636-4020

## St. Vincent de Paul Grant Guidelines

### I. Purpose of GRANT

DePaul Grants are intended to financially assist our parish-sponsored groups and the parish operating fund with unbudgeted items.

### II. Funding Priorities

Religious Education ministries  
SPONSORED groups/commissions

### III. Policies

Funding for the DePaul Grant comes from the annual FESTIVAL proceeds and possible surplus in the operations (with the approval of the Pastor). NO special donation will be accepted specifically to this Grant fund.

The approved Grant will allow the Grantee to spend up to, but not exceed, the granted amount directly through the parish operations. An actual check will not be written to the Grantee (group or individual) for the approved amount. All receipts need to be turned in for reimbursement no later than 90 days after the approved event. Purchases must be done within 12 months from granted date with receipts turned in for reimbursement no later than within those 12 months.

All Grants requested are subject to Finance & Administration and the Pastor's approval. Not all requests may be approved.

No presentation need be made to the Finance & Administration commission or Pastor. Grants are awarded based solely on the application submitted.

Grants awarded may run from \$500 to \$5,000. Grants may be awarded for a lesser amount than requested.

After all Festival expenses are paid and seed money for the following year's festival is set aside: Breakdown of Funding – 70% to be granted & 30% to be allocated (5% to maintenance/repair, 10% tithe to the parish, 15% Social Outreach)

Grants will be awarded in November and May. Deadline for submitting request is the 1<sup>st</sup> day of those months. Sponsored groups/commissions may apply each of those periods. No more than one Grant will be award to any specific sponsored group per parish fiscal year.

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In the event that cumulative festival grant requests are less than the available funds to be granted, the Finance and Administration Commission may elect to grant any amount of the remaining funds to a ministry or a relevant area of need as deemed fit by majority vote of the commission and approval by the Pastor. Otherwise, remaining funds will remain available for the subsequent grant request meeting date(s). Please allow 4 to 6 weeks to be notified of the grant outcome. Requests must be made on the application provided and submitted to the finance and human resource coordinator at the parish office. It is very **IMPORTANT** that **ALL** elements of the application form be completed in order to be considered including any necessary signatures prior to submitting it to the finance and human resource coordinator. See application form:

- Group information
- Information of person requesting funds
- Reason for request
- How specifically will the funds be used
- Overall plans of the ministry/event
- Long-term funding sources and strategies for program if ongoing
- Describe the plans to accomplish these goals, whether this program is new or ongoing, and a timetable from implementation to completion
- Timetable for implementation to completion

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## DE PAUL GRANT REQUEST FORM FORMULARIO DE REQUISICION “SUBVENCION - DE PAUL”

Date/Fecha:

### Group Information/Información del Grupo

Sponsored Parish Group Name/Nombre del Grupo Parroquial patrocinado:

Commission/Comisión: (select which commission the group falls under/seleccione la comisión a la que el grupo pertenece)

Information of Person Requesting Funds/Información de la Persona que está solicitando los Fondos

Name/Nombre:

Title/Position/Título/Posición (within the group/ dentro del):

Address/ Dirección:

Contact Info/A Contactar:

Home Phone/Teléfono de Casa:

Work Phone/Teléfono Trabajo:

Cell Phone/Teléfono Celular:

FAX #/:

Email Address/Correo Electrónico:

Amount Requesting/Cantidad que se solicita:\$

REASON FOR REQUEST (please be as detailed as possible and use additional paper as needed):

RAZON DE LA REQUISICION (Favor de ser lo más detallado posible y usar papel adicional si es necesario):

How specifically will the funds be used/Específicamente; como se utilizaran los fondos:

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Overall plans of the ministry/event/*Planes generales del ministerio/evento:*

Long-term funding sources and strategies for program if ongoing/*Fuentes de financiamiento y estrategias a largo plazo si el programa sigue en curso:*

Describe the plan to accomplish these goals, whether this program is new or ongoing, and a timetable from implementation to completion/*Describir los planes para lograr estas metas, ya sea este un programa Nuevo o en curso, desde su implementación hasta su finalización:*

Timetable from implementation to completion/*Guía específica desde su implementación hasta su finalización/Guía específica desde su implementación hasta su finalización:*

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Signature of Person Requesting Funds  
*Firma de la Persona Solicitando los Fondos*

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Commission Chairperson Signature  
*Firma del Presidente de la Comisión*

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For official Use/*Para uso oficial!*

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F&A Chairperson Signature

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Pastor's Signature

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