

# St. Vincent Home Corporation

## Description of Grant Process

### History

Since 1895, St. Vincent Home has cared for children. As an orphanage, as a relocation center for displaced youngsters, as a residential treatment center for emotionally disabled adolescents, and as a child-placing agency through Catholic Charities, St. Vincent Home helped children in need.

In 1973, the board of St. Vincent Home changed the focus of its child care effort, closed the institution and determined to broaden its services both geographically and programmatically. It established the St. Vincent Home Corporation, making selective grants to others engaged in kindred activities.

### Purpose of St. Vincent Home Corporation

Each year, as resources permit, St. Vincent Home Corporation makes selective loans or grants to projects which further the original purpose of St. Vincent Home. From its historical basis as an orphanage, the corporate purpose was “to provide for the general care of and assistance to friendless and orphaned children”. Its purpose continues to be providing for the general care of and assistance to children who are in special need.

To be consistent with its purpose, the St. Vincent Home Corporation will focus on those projects that assist children who are in the greatest need. Projects that address children in general should explain the extent to which the project also supports children who have special needs, such as poverty, family breakdown or other disadvantage.

*Proposals for special projects addressing the needs of the most disadvantaged children will be considered from Catholic parishes and schools but funding from the St. Vincent Home Corporation are not sufficient to provide for the continuing expense or operating budgets of parishes and schools nor for tuition assistance.*

Funds are allocated on a non-denominational basis and will not be distributed to government agencies. However, projects or activities for which funding is requested must conform to the moral teachings of the Roman Catholic Church. **Additionally, organizations that work with children must document their efforts to perform background checks of employees and volunteers that work or have direct contact with children in order to be eligible for grant.**

### Grant Proposals

#### A) Application

The application must be typed. The application form includes four parts:

Part I: Organization.

Part II: The Project.

Part III: Project Funding Sources.

Part IV: Budget Summary (with attached current organization budget).

#### B) Summary

Proposals for St. Vincent funding must include a two-page summary. This summary, and the completed application form, are the only information most board members will see regarding each proposal. Additional documentation may be enclosed for staff review, but it will not be sent to all board members.

The summary, which is not to exceed two pages, must include the following information:

1. Name, address and phone number of organization.
2. Mission statement of sponsoring organization.
3. The amount requested from St. Vincent Home Corporation.
4. The amount of the applicant's annual budget (both the project and the organization).
5. Goals and objectives of the project briefly stated.
6. How these goals and objectives relate to the purpose of St. Vincent Home Corporation.
7. A brief summary of the organization's recent accomplishments.

## **Enclosures**

You may also include newspaper articles, correspondence, or program outcomes that can be measured.

Mail application and summary to:

**St. Vincent Home Corporation  
780 West Central Park Ave  
Davenport, IA 52804-1901**

## **Application Deadline**

To be considered at the Fall Board meeting, applications must be postmarked by **October 7<sup>th</sup>**.

Prior to the board meeting, a member of the board will make contact with the organization to discuss the proposal. This board member will then make a recommendation to the full board about funding.

## **Geographic Region**

Applicants are to be located within the 22 counties of the Diocese of Davenport or serve children within the Diocese of Davenport.

## **Issuance of Funds**

After the board meeting, applicants will be notified of board action. Checks to those applicants receiving funds will be sent on January 1.

## **Progress Reports**

For each project funded by St. Vincent Home Corporation, a Progress Report must be submitted. No additional funding application will be considered until Progress Reports are submitted from the previous grant. It is best to submit the Progress Report along with the applications for funding on **October 7<sup>th</sup>**.

## **For Further Information**

If you have questions regarding any part of the application process, or your organization's qualifications, please contact Kent Ferris at the Diocese of Davenport, 563-324-1911, or e-mail at [guerrero@davenportdiocese.org](mailto:guerrero@davenportdiocese.org) Fax: 563-324-5811.