

Application Form

General Information

Name of Organization Applying for Funding

Street Address

City, State, Zip Code

Contact Person

Daytime Phone Number

General Requirements

- a) Listing in the current publication of *The Official Catholic Directory*. Applicant must be listed or have received formal notification of approval from the Ordinary of the Applicant's Diocese or proper ecclesiastical authority.
Page Number: _____
- b) Applicant must be organized as a non-profit organization, and must have received a ruling or determination letter from the Internal Revenue Service concerning the applicant's exempt status. Please attach a copy of this letter.
- c) Letter of Support from local Ordinary or proper ecclesiastical authority.
- d) Describe the applicant's purposes and activities in general. Give names of Board of Directors, if applicable.

Project Information

- a) Enter the amount requested: _____
- b) Describe the project for which the funds are to be used. Attach a copy of the budget for this particular project.

Project Information

c) How does the above project conform to the "Special Areas of Concern"?

d) Has the applicant applied for funding from any other organization or individual for the purposes stated in this application? If yes, list the names, addresses and telephone numbers of all organizations and individuals to whom the applicant has applied and state the amount requested. If the request is in excess of \$50,000, at least one additional funding source must be listed.

e) List all previous funds received from Our Sunday Visitor (date and amount):

f) Person to contact who will be administering the proposed budget:

Name

Title

Street Address

City, State and Zip Code

If funding is approved, the Recipient agrees as follows:

- a) the Recipient shall advise Our Sunday Visitor in writing on a quarterly basis as to the progress of the project,
- b) the Recipient shall use due care and caution in expending the proceeds and will be fully accountable for use of funds supplied for this project,
- c) the Recipient agrees to make a full and accurate accounting of the funds expended for the project upon completion and to return all monies not used,
- d) the Recipient agrees that if the project produces a manuscript, film, video cassette or any other product that may be marketable, Our Sunday Visitor will have first rights of refusal to enter into collaboration with the Recipient to so market,
- e) the Recipient agrees that, with approval of Our Sunday Visitor, public credit be given to the fact that the project was aided by funds from Our Sunday Visitor.

Signed

Date

*Please remember to include a letter of support from your local Ordinary.
Your application cannot be considered if this letter is not included.*

Additional sheets can be attached or the Application can be re-typed as long as questions are answered in the same order.

Please pay special attention to the requirement under Number Two of Policy and Procedures and be sure to address this matter in the application.