

# Application Form

## General Information

\_\_\_\_\_  
Name of Organization Applying for Funding (must include Federal Tax ID #)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Website (if applicable)

\_\_\_\_\_  
E-mail address

## 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 income & expense budget, marketing plan, and/or product development (if applicable) for this particular project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Information**

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

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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 for \$50,000 or more, at least one additional funding source must be listed.

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

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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.*

# STATEMENT OF PURPOSE

## INTRODUCTION

Our Sunday Visitor, Inc. is the legacy of Archbishop John Francis Noll (1875-1956). As a young pastor at St. Mary's parish in Huntington, Indiana, Father Noll founded *Our Sunday Visitor*, a national Catholic newspaper, on May 5, 1912, and began a lifelong apostolate to educate the Catholic laity in the faith and to help them to be prepared to defend the Church from its many critics.

Archbishop Noll saw the role of the laity as critical to the enduring strength of the Church. "The Church of God must depend upon her laity, who associate daily with the general populace, to infiltrate society with the right principles of morality," he wrote. Through books, pamphlets, periodicals and other catechetical efforts, Archbishop Noll spent his entire career encouraging and helping Catholics to bear witness to their faith.

His loyalty to, and love for, the Catholic Church, his eagerness to use his ability to engage the culture of his time, and his deep desire to create a laity well-educated in the faith, marked his ministry as priest and bishop. Today Our Sunday Visitor, Inc. renews its commitment to the vision of Archbishop Noll by service to the Church, its parishes, priests and people.

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## GENERAL GUIDELINES

The Board of Directors of Our Sunday Visitor, Inc., and the Advisory Council of Our Sunday Visitor Institute bear the responsibility of keeping alive the charism of Archbishop Noll and applying it to the pastoral situation of the Church today.

Our Sunday Visitor Institute seeks, supports and encourages innovative Church-related programs and activities which are in accord with the mission established by Archbishop Noll and adhere to these general guidelines:

- 1) Being in accord with the teachings and traditions of the Catholic Church.
- 2) Being in accord with the fundamental mission of the Church as promulgated by Church leadership.
- 3) Being in accord with the mission of Our Sunday Visitor, Inc., to serve the Church by articulating its teachings, educating its people, and evangelizing the broader culture.

## SPECIAL AREAS OF CONCERN

The Board of Directors of Our Sunday Visitor, Inc. have set out specific areas of concern that are in agreement with the general guidelines. These areas of concern are central to the Church in the United States. They are in close harmony with the insights and legacy of Archbishop Noll and the enduring apostolate of Our Sunday Visitor.

No application will be considered by the OSV Institute Advisory Council that does not show evidence of one or more of these priority areas:

- 1) Programs or activities that focus on adult, youth, child or family catechesis and respond to this country's religious illiteracy.
- 2) Programs or activities that educate Catholics of all ages about the importance of personal vocations, encouraging them in service to the Gospel as students, married or single persons, priests and Religious.
- 3) Programs or activities that contribute in concrete ways to the evangelization and defense of the Catholic faith.
- 4) Programs or activities that teach, model and integrate the principles of stewardship into the daily lives of all Catholics.

Please note that the Our Sunday Visitor Institute prefers to fund new and innovative projects that hold the promise of expanding into other parishes and dioceses. We do not encourage applications for projects that solely benefit the applying parish or school.

# **POLICIES and PROCEDURES TO ASSIST IN APPLYING FOR FUNDING**

## **POLICIES**

The following are to be considered normative for any organization making application:

- 1) All applications must be accompanied by a Letter of Support from the Ordinary of the Diocese or proper ecclesiastical authority. The organization must be an officially approved Catholic organization listed in the current *Official Catholic Directory* or have received formal notification of approval of such listing from the Ordinary of the Diocese in which the organization resides, or proper ecclesiastical authority.
- 2) Applicants should give serious consideration to the role which Our Sunday Visitor, Inc. through its staff, board members or Advisory Council members, may be able to play in the program under consideration, and this role should be outlined in the Application.

This role may be as advisor for the project, as a member of the planning committee for the program or project, as a co-sponsor, or in some other meaningful capacity in which Our Sunday Visitor can help contribute to the success of, and maintain contact with, the project.

This requirement is established under the guidance of tax counsel for Our Sunday Visitor, Inc. and will be a substantial, but not necessarily over-riding, consideration in the review process. Please contact the Executive Director if you have questions or comments.

- 3) Funding is ordinarily provided for one-year projects or programs.
- 4) Funding for capital expense projects (e.g. construction) ongoing salaries, or general operational support is discouraged. If, however, requests falling under the latter two categories are project-specific and short-term, they may be considered.
- 5) Applications for ongoing projects or programs must include a plan which outlines anticipated sources of funding for the future support of the project.
- 6) Applicants are encouraged to seek funding from other sources in addition to Our Sunday Visitor Institute and clearly state this information in the application for funding.
- 7) Our Sunday Visitor Institute is interested in supporting programs or projects which have the potential for expansion beyond the locale in which the project originates, or have lasting effect or national implications. Such potential should be noted in the application.
- 8) A detailed proposed budget for the program or project which includes income and expenses is to be included with the application. Please include a marketing distribution plan, if applicable.
- 9) As good stewards, successful applicants must provide progress reports on a quarterly basis to Our Sunday Visitor Institute stating the present status of the project and the amount of Our Sunday Visitor funds expended to date.
- 10) If funded and applicant has a website, please add a link to the Our Sunday Visitor website ([www.osv.com](http://www.osv.com)).
- 11) If funded, OSV reserves the right to publish information concerning the project, unless the recipient notifies us in writing to the contrary.

## PROCEDURES FOR APPLYING

Applicants should fully complete and submit applications to be received by Our Sunday Visitor Institute by the following deadlines:

**April 10<sup>th</sup>**  
**August 10<sup>th</sup>**  
**December 10<sup>th</sup>**

The Advisory Council of Our Sunday Visitor Institute will consider applications three times each year, preceding the regular meetings of the Board of Directors of Our Sunday Visitor, Inc. All applications must be received by the above deadlines.

During the period between application and formal consideration by the Advisory Council applications will be screened for adherence to the guidelines, including correlation to the Specific Areas of Concern. Please note that it is to the applicants benefit to submit application as early as possible, leaving time for the screening group to make inquiries should any questions arise.

Applications which successfully complete the screening process will be reviewed by the Advisory Council of Our Sunday Visitor Institute. The Advisory Council then recommends approval or rejection of applications to the Board of Directors of Our Sunday Visitor, Inc., which makes the final determination. Applicants will be formally notified of the determination of the Board of Directors following the Board meetings, which are normally held in March, July and November.

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Applications to Our Sunday Visitor Institute are available from, and must be returned by the deadlines stated above to:

**Michelle Hogan**  
**Executive Assistant**  
**Our Sunday Visitor Institute**  
**200 Noll Plaza**  
**Huntington, IN 46750**

Questions, inquiries or need for assistance regarding application to Our Sunday Visitor Institute should be directed to Michelle Hogan at the above address or by calling 1-800-348-2440, ext. 2536.