

# Catholic Campaign for Human Development GRANT FUNDING GUIDE

## What is the Catholic Campaign for Human Development?

Founded in Chicago in 1969, the Catholic Campaign for Human Development is the anti-poverty, social justice program of the United States Conference of Catholic Bishops. CCHD’s mission is to uproot poverty through the promotion and support of community-controlled, self-help organizations and to build communities of solidarity by educating Catholics about root causes of poverty and faith-based efforts to address them. CCHD is Catholic Social Teaching in action.

Through its grants and education programs CCHD seeks to promote a more just society—one in which all people, but especially the poor and marginalized, are empowered to participate in the decisions that impact their lives, families, and communities. The belief that those who are directly affected by unjust systems and structures truly have the best insight into knowing how to change them is central to CCHD. As a result, CCHD expects and requires that grant recipients integrate low-income control into the governing structure of their organizations, and that projects include an effective leadership development component.

CCHD grants are made possible by the generous support of Catholics in the United States through an annual parish collection. These grants to local anti-poverty efforts are screened, awarded and monitored in close partnership with the local Catholic diocese and its bishop.

## Application Timeline

Sunday, September 1–Tuesday, October 15:	Pre-Applications Accepted
<b>If you were not funded by CCHD in the previous grant year, you must submit a pre-application by this date.</b>	
Friday, November 15:	Pre-application decisions announced
Friday, January 3:	Full applications due (if invited to complete)
March–April:	Site visits and evaluations by CCHD committee
Mid-May:	Funding decisions announced
Mid-June:	Grant Agreement Meeting
July:	First payment for grant year issued

## Contact

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## Grant Levels

**Local grants** are allocated from a funding pool dedicated to supporting grassroots non-profit organizations in Cook and Lake Counties. Grant awards range from \$10,000 to \$20,000 and are renewable for up to three years.

**National grants** are allocated and administered by the national CCHD office in Washington, D.C., to which we contribute a portion of funds collected locally. A variable percentage comes back to Chicago from this national pool each year in the form of grants that range from \$25,000 to \$75,000. National grants are renewable for up to six years (CD) or three years (ED).

**Important note:** In Chicago, all organizations are expected to receive local funding from CCHD for **three** years before they become eligible to apply for national funding. The local application process mirrors the national, but some steps and deadlines vary. Refer to the cover page of this funding guide for local deadlines.

## Grant Types

### Community Development Grant Program

CCHD's Community Development grants seek to dismantle root causes of poverty by changing institutional barriers, societal behavior, and public policies. In Community Development projects, people who are low-income gain the ability to identify barriers, brainstorm solutions, and take action to change problematic structures and systems in their communities. Common activities include education, advocacy, policy development, and community organizing.

### Economic Development Grant Program

CCHD's Economic Development grants seek to dismantle root causes of poverty by creating more just or alternative economic institutions. They support economic development initiatives (EDIs) that significantly include the voice of the poor and marginalized in creating community assets. Those assets include good jobs (with living wage and/or other benefits), affordable housing, the opportunity to create or own a thriving business, and democratic financial institutions. CCHD funds five types of Economic Development Institutions:

- Community-Owned Real Estate Initiatives
- Business Incubators and Marketplaces
- Community Development Financial Institutions
- Social Purpose and Training Businesses
- Worker-Owned Co-Ops and Community-Owned Businesses

The criteria explained below will differ slightly for Economic Development initiatives. Please contact the local Diocesan Director with questions about requirements for Economic Development applicants.

## Criteria for Grant Funding

### Priority for the Poor/Low-Income Control

The organization's efforts must benefit and empower a large group of people living in poverty or otherwise on the margins.

Low-income community members must maintain a strong voice in the organization's leadership, both in its governance structure and its policy decisions, especially through direct participation in the board of directors. We believe that people who are experiencing a particular problem are best equipped to develop solutions to that problem. At least 51 percent (33 percent for economic development grants) of the board should be comprised of individuals who are involuntarily low-income.

### Institutional Change

The applicant organization must demonstrate both the intention and the capacity to effectively work toward the elimination of the root causes of poverty and to enact institutional change. The organization's efforts should directly benefit a relatively large number of people, rather than a few individuals. CCHD defines institutional change as:

- Modification of existing laws and/or policies
- Establishment of participatory and just social structures and/or redistribution of decision-making powers so that people living in poverty are involved in policy-making that affects their lives

### Leadership Development

Because the development of the human person is central to Catholic Social Teaching, we consider initial and continual leadership development a central component to creating effective and sustainable change. Training can include elements of organizing, board development, issue cuts, power analysis, week-long training, etc.—anything that equips your leaders with the skills in the field of community or economic development. While personal development is important, we do not recognize “life skills” or “personal transformation” as leadership development. That might be the fruit of your training but should not be the focus.

### Organizational Development and Financial Capacity

In addition to having a proven record of affecting institutional change, the applicant organization should demonstrate capacity in terms of its ability to raise and manage funds, the experience and involvement of its board members, collaboration with other institutions, and ability to grow its membership.

### Catholic Social and Moral Teaching

Applicant organizations must not participate in or promote activities that contradict the Moral and Social Teachings of the Catholic Church and must in no way work against the U.S. Conference of Catholic Bishops' priorities to defend human life and dignity, strengthen family life and the institution of marriage, and foster diversity. For example, applicant organizations that support or promote same-sex marriage, discrimination, capital punishment, abortion, euthanasia, or punitive measures towards immigrants are not eligible for CCHD funding.

## Political Non-partisanship

Organizations that receive CCHD funds may not participate or intervene in political campaigns on behalf of or in opposition to candidates for public office. Get Out the Vote (GOTV) activities and voter education efforts must be conducted in accord with IRS rules applicable to section 501(c)(3) organizations.

## Projects That *Do Not* Meet CCHD Criteria

### The following projects are ineligible for funding through CCHD:

- Direct service or emergency assistance projects (e.g. afterschool programs, community centers, scholarships, counseling programs, shelters or soup kitchens, refugee resettlement programs, referral or case management services, etc.)
- Advocacy efforts where only staff, a few individuals, or middle to upper-income people are speaking for a particular low-income constituency without the direct involvement and leadership of low-income individuals
- Projects controlled by government (federal, state, or local) bodies
- Research projects, surveys, planning and feasibility studies, etc.
- Individually owned, for-profit businesses
- Organizations engaged in partisan political activities or that have at the heart of their mission a cause or campaign that contradicts Catholic Social or Moral Teaching

## Recommendations for Completing the Pre-Application and Full Application

Please stick to the word limits; articulate your work as concisely and clearly as possible.

Complete all fields unless indicated otherwise; leaving questions blank can delay the processing of your application.

Submit all requested attachments, ideally in a single email.

Familiarize yourself with the criteria listed above; make sure your response corresponds to the question that is being asked. For example, do not discuss leadership development in the section asking about institutional change goals.

### Here is an example of an institutional change goal, and how it might be outlined:

**Institutional Change Goal:** To secure passage of a rent control law this year.

**Strategy:** Organize people in 20 low-income apartment complexes on the east side of the Hudson River in order to get council members to support the bill.

#### **Activities/Tasks (to achieve goals):**

FIRST HALF OF GRANT YEAR

1. Conduct 20 interviews in each complex
2. Hold 12 “solidarity” meetings with community churches.
3. Hold five “know your rights” meetings with 50 people at each meeting.
4. Bring 200 leaders to the City Hall to talk with council members.

#### SECOND HALF OF GRANT YEAR

1. Find a sponsor for the rent control bill.
2. Hold educational meeting with 10 diverse churches.
3. Hold a meeting with the mayor to gain his/her support.
4. Have the bill introduced during the next session of the council.
5. Get members to call council members to support the bill.

#### **Here is an example of a leadership development goal and how it might be outlined in a Community Development application:**

##### **Leadership Development Goals:**

- I. To train and develop 20 new leaders to know how to build the organization's constituency and identify issues through a listening campaign, and to identify leaders to send to national training event on April 5-10.
- II. Identify potential leaders to participate in issue campaigns.

**Strategy:** Identify, train, and engage 15-20 current leaders to participate in a listening campaign.

##### **Activities/Tasks (to achieve goals):**

#### FIRST HALF OF GRANT YEAR

1. Gather with leadership to plan campaign timeline and training (July).
2. Identify at least 40 leaders to attend training (July-August).
3. Conduct training for at least 40 leaders and find at least 15 who will put their training into practice (September).
4. Conduct listening campaign October to mid-December (100-150 one-to-ones).
5. Evaluate listening campaign and find out what issues came up and what potential new leadership was discovered (early January).

#### 2ND HALF OF GRANT YEAR

1. One-to-one follow-up with all new leaders by staff (January-March).
2. Conduct two trainings with new potential leaders (February/March) on basics of community organizing (building public relationships, one-to-ones, issues and issue campaigns, power and power analysis, running good meetings, etc.).
3. Invite new leaders to national training and incorporate interested leaders into issue teams and ongoing/new issue campaigns.

**Here is an example of an organizational development goal and how it might be outlined:**

**Organizational Development Goal:** To recruit 10 new member groups to the organization during the grant year.

**Strategy:** Identify and build relationships with potential member groups.

**Activities/Tasks (to achieve goals):**

FIRST HALF OF GRANT YEAR

1. Discuss with board a plan to recruit new member organizations, brainstorm potential new members, and nominate leaders to be on the outreach committee.
2. Provide training to outreach committee and expand list of potential member organizations (September).
3. Conduct outreach (October-December).

SECOND HALF OF GRANT YEAR

1. Convene leaders from potential member groups. Provide basic overview of organizing/ vision of the organization (January).
2. Follow up one-to-ones with leaders from new potential groups (February).
3. Invite leaders interested in exploring membership to scheduled events for further training/ strengthening relationships/trust (March-May).
4. Follow up one-to-ones/decisions on membership (July).
5. Welcome new member groups to the organization.