**Catholic Relief Services**

2024 Rice Bowl Grant Information and Guidelines

**Background**   
CRS Rice Bowl is the official Lenten program of Catholic Relief Services (CRS). It was created in 1975 with the goal of entering into solidarity with our brothers and sisters overseas through prayer, fasting, learning and giving. Many parishes in the Archdiocese of Chicago participate in CRS Rice Bowl and through their generosity and support, help to fund CRS in their global initiatives. 75% of Rice Bowl donations support CRS development projects throughout the world, while the remaining 25% funds local programs and initiatives that animate the values of CRS in the Archdiocese of Chicago.

**Criteria and Funding Areas**  
We fund parishes and organizations that emulate CRS’ mission and vision on a local level, meaning we seek to support projects that save lives and alleviate suffering, accelerate the end of poverty, and cultivate just and peaceful societies, always placing the dignity of the human person at the center. **Grant awards range from $5,000 to $20,000 and are for a period of one year (past funding does not guarantee future funding)**.

To better align our local CRS Rice Bowl initiative with CRS’ 2030 vision and strategy (learn more at [crs.org/about/agency-strategy](https://www.crs.org/about/agency-strategy)), we are providing funding to projects that address one or more of the following goal areas:

* Promoting Peaceful and Just Societies (*examples: restorative justice and nonviolence training*).
* Giving Food to the Hungry *(examples: food pantries and soup kitchens).*
* Providing Housing and Social Services (examples: overnight shelters and counseling).
* Fostering Resilience and Sustainability (*examples: fair/ethical trade, community gardening, environmental stewardship*).
* Mentoring youth (*examples: leadership development and support through arts and ministry).*

**Other Requirements**

* Project location: Cook and Lake Counties. No proposal outside Cook and Lake Counties will be considered.
* Application Window: June 1 through July 31, 2024.
* Current grantees must submit a year-end report as part of their application for 2024.
* Organizations’ activities must be consistent with Catholic Moral and Social Teaching and with 501(c)(3) rules regarding partisan political activity.
* For applications made by a Catholic parish or parish program (project, organization, etc.), the appropriate parish staff person’s signature is required on the application form indicating her/his approval of the grant application.

**2024 applications are due by July 31, 2024 at 11:59 p.m. Central Time. Submit all materials as email attachments to dbodette@archchicago.org. If you have any questions about the application or grant process, please contact us at 312.534.5393 or by email at dbodette@archchicago.org.**

**Catholic Relief Services**

2024 Rice Bowl Grant Application

**Please fill out all of the entries below and indicate where not applicable. Incomplete applications will be ineligible for funding. Complete applications (including required attachments) must be submitted by July 31, 2024 at 11:59 p.m. Central Time. Send all materials by email to dbodette@archchicago.org.**

**Please note that CRS Rice Bowl Grants are considered on an annual basis; past funding does not guarantee future funding.**

**Additional information can be found online at** [**archchicago.org/crs**](http://www.archchicago.org/crs)**.**

1. **CONTACT INFORMATION**

Organizational Contact Information

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| **Legal name of organization** (as it appears on its organizing document, e.g., articles of incorporation) |
| **A.K.A. name of organization** The A.K.A. or “also known as” name is the acronym or initials the organization uses as a shortened version of the name. If you do not have one, enter N/A. |
| **Street address of organization** |
| **City** |
| **State** |
| **Zip code** |
| **Main phone number of organization** |
| **Website address of organization** (if none, please enter N/A) |
| **Organizational status** (corporation, trust, unincorporated association, etc.) |
| **Date of incorporation or creation of organization** |

Head of the organization (Executive Director, Lead Organizer, CEO, President, Chair, etc.)

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| **Full name** |
| **Title** |
| **Mailing address** |
| **City, State, Zip** |
| **Mobile phone** |
| **Office phone** |
| **Email** |

Primary contact for this request (if different from head of organization)

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| **First name** |
| **Last name** |
| **Title** |
| **Telephone number for primary contact** |
| **Email** |

1. **TAX INFORMATION**

CRS Rice Bowl Grants are only given to organizations recognized as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. If your organization is not a 501(c)(3) tax-exempt organization but has Form 1023 (Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code) pending with IRS, you may be considered for CRS Rice Bowl funding. However, any grant award will be conditioned upon receipt of an IRS exemption determination letter before the deadline for CRS Rice Bowl funding. In some cases, fiscal agents are permitted.

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| **Is your organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code?**   Yes—Date of IRS 501(c)(3) Determination Letter: Click here to enter a date.    No—Date on which Form 1023 was filed with the IRS: Click here to enter a date. |
| **Organization’s Employer Identification Number (EIN):** |
| **Is your organization required to file Form 990?**    Yes—date on which most recent Form 990 was filed: Click here to enter a date.    No |
| **Is your organization affiliated with an organization that is exempt from federal income tax under section 501(c)(4) of the Internal Revenue Code?**   Yes—include name, address and EIN of the affiliated 501(c)(4) organization and describe the relationship between your organization and the affiliated 501(c)(4) organization.  No |

1. **REQUEST SUMMARY**

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| **Total annual budget for organization for proposed grant year** |
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| **Amount requested from CRS Rice Bowl** |
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| **Use of funds** |
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1. **FUNDING HISTORY WITH CRS**

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| **Previous CRS Rice Bowl funding** List years and amounts. If none, please enter N/A. |
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1. **ORGANIZATIONAL PROFILE**

Description of organization

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| **Organizational description**  Briefly summarize the history, mission and focus of your organization (Limit: 200 words). |
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| **Organizational description for Archdiocese of Chicago CRS website** If your request is approved for a grant, your organization’s work will be included on the Archdiocese of Chicago CRS website. Please type a description of the work of your organization and its recent accomplishments related to this grant (Limit: 100 words). |
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| **Organizational accomplishments**  List one or two of the most significant accomplishments your organization has achieved within the last year. What were the key factors in achieving those accomplishments? (Limit: 250 words) |
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| **Organizational challenge**  Describe the most significant challenge the organization is currently facing and what you are doing to address it (Limit: 250 words). |
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| **Population served**  Enter the area that best describes the geographic focus of your work. |
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| **What is the project’s primary funding area? (Use one of the funding categories listed in the guidelines)**   * + All people live in just and peaceful societies (restorative justice, peacebuilding).   + All people survive and thrive in the face of disasters (emergency relief assistance).   + All people achieve dignified and resilient livelihoods in flourishing landscapes (job training, environmental justice, sustainability).   + All children reach their full health and development potential in safe and nourishing families (health and nutrition education, family enrichment).   + All youth are empowered to thrive (leadership development, mentoring, training). |
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**VI. ACTIVITY AND IMPACT**

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| **Description of activity (350 words max):** What is the purpose of the activity/project for which you are requesting funds? Who and how many people benefit from the project? How long has the project been in operation and what are its major accomplishments? |
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**Priority for the Poor** One of the tenets of Catholic Social Teaching is the empowerment of low-income people. The belief that those who are directly affected by unjust systems and structures have the best insight into how to change them is central to the Church’s anti-poverty work. Therefore, people living in poverty should have the dominant voice in applicant organizations.

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| **Do persons who are low-income and poor participate in decision making of the project? Please explain (100 words max).** |
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**Parish and community involvement**Involving Catholics in your organization’s efforts is NOT a requirement for funding, but CRS considers relationships with Catholic parishes and institutions an asset in advancing our mission.

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| **Do members of the parish (or nearby Catholic congregations) participate in the project? Does the project provide opportunities for service, advocacy, learning, communal prayer/reflection, fellowship, etc. for members of the community? (350 words max).** |
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1. **PROPOSAL – GOALS AND STRATEGY**

**Program development goals**Outline the goal(s) to be achieved during the CRS Rice Bowl grant period. Explain long-term goal(s) and then list quarterly steps to achieve these goal(s). How will these goals expand or improve the project? (350 words max)

1. **FINANCIAL CAPACITY**

**Financial capacity background**  
In order for CRS Rice Bowl to understand your organization’s fundraising capacity, please answer the following questions about your fundraising history.

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| **Organization’s total expenses for the past two fiscal years** | |
| **Year: Amount:** | **Year:  Amount:** |
| **Total amount raised by your organization for the past two fiscal years** | |
| **Year: Amount:** | **Year:  Amount:** |
| **Please enter a detailed listing of the sources and amounts raised for each of the past two fiscal years.** | |
| **Year:**  **Grassroots fundraising: Foundations: Corporations:  Government contracts:  Individual donors: Other:** | **Year:**  **Grassroots fundraising: Foundations: Corporations:  Government contracts:  Individual donors: Other:** |

**Financial capacity goals**

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| **Total to be raised for the proposed grant year:** This number should be consistent with the proposed budget on the “Budget Form” attachment. |
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| **Please indicate the percentage of your budget you plan to raise through each of the following methods:** |
| Grassroots fundraising (galas, banquets, car washes, etc.): Individual donors: Corporations: Government sources: Foundations: |
| **Referring to the dollar figure above, list the names of foundations that will be approached and amounts that will be requested. If not applicable, enter N/A.** |
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1. **CATHOLIC MISSION AND FOUNDATION**

**Foundational principles**   
CRS Rice Bowl is guided by the following principles of Catholic Social and Moral Teaching. These teachings emphasize the dignity of the human person, the importance of community and participation, and advocates for principles such as solidarity, subsidiarity and pursuit of the common good.

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| **In what specific ways will CRS funding for this proposal advance CRS’s mission and reflect its foundational principles of Catholic Social Teaching?** (Limit: 300 words) |
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**Prohibitions**  
As an initiative of the Archdiocese of Chicago, CRS Rice Bowl cannot fund organizations that engage in activities that contradict fundamental Catholic Moral or Social Teaching (e.g., promotion or support of contraception, abortion, same-sex marriage, euthanasia, racism, the use of the death penalty, punitive measures toward immigrants, etc.). Prohibited activities include, but are not limited to, participation in or endorsing actions that promote legislation or ballot initiatives (including voter guides and other written materials) that contradict fundamental Catholic Moral and Social Teaching.

CRS Rice Bowl cannot fund groups that knowingly participate in coalitions that have as part of their organizational purpose or coalition agenda actions that contradict fundamental Catholic Moral or Social Teaching.

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| **Will the organization refrain from activities or coalitions that contradict fundamental Catholic Moral or Social Teaching?**  Yes  No |

CRS Rice Bowl cannot fund groups that engage in prohibited political campaign intervention on behalf of or in opposition to any candidate for political office within the meaning of section 501(c)(3) of the Code. Grantee can engage in genuinely non-partisan voter registration, education and advocacy but agrees not to participate in politically partisan activities which are prohibited.

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| **Will the applicant organization refrain from activities prohibited to 501(c)(3) organizations by the IRS?**   Yes  No |

1. **CONCURRENCE**

Those submitting responses to the CRS Rice Bowl application or otherwise interacting with CRS and/or the Archdiocese of Chicago by way of providing information above, understand and agree that these applications and submissions are accurate and true to the best of their knowledge.

Please indicate your agreement with the above statement   
by initialing the box.

INCLUDE AS ATTACHMENTS

*These forms, along with a complete checklist, are attached.*

* Proposed Budget Form
* Most recent financials: Balance Sheet and Profit/Loss Statements
* 501(c)(3) Determination Letter from IRS (or proof of filing Form 1023) – if available
* Form 990
* W9 form
* Up to 5 high-resolution photos (.jpg format) of the project (for promotional purposes)