



2023 RICE BOWL GRANT APPLICATION

CRS Rice Bowl is sponsored by the Diocese of Springfield in Illinois and Catholic Relief Services (CRS). This Lenten program is conducted in Catholic parishes throughout the entire diocese. 75% of the funds received are used for international relief and development projects and 25% of funds received are distributed within the diocese for food programs and other relief efforts that address the root-cause-of poverty.

GUIDELINES – Do I Qualify to Apply?

1. A majority of local Rice Bowl funds (25% of the diocesan collection) will be allocated to food programs.
2. A smaller amount of local Rice Bowl funds will be allotted to programs, projects or organizations that respond to the root causes of hunger, “one step removed” from direct feeding, i.e. projects dealing with economic development, anti-hunger advocacy and organizing, etc.
3. Organizations applying must qualify as a tax-exempt entity or operate under a fiscal agent that has a 501(c) 3, e.g. Catholic parish or diocesan organization.
4. Programs, projects, or organizations to be considered for Rice Bowl funds will be those supported primarily by the community – churches, volunteers, and donations.
5. Grants are made on an annual basis and do not imply subsequent years of funding.
6. Organizations must operate within the geographic boundaries of the Diocese of Springfield in Illinois.
7. Cash disbursements may not be given directly to clients.
8. Ineligible expenses include salaries and capital improvements.
9. Grants awarded to an organization/project must be used for the project.
10. No proposal that excludes on the basis of race, color, gender, religion, national origin, or sexual orientation will be considered.

11. For applications made by a Catholic parish or parish program, the signature of a pastor, pastoral facilitator, or parochial administrator is required on the application indicating his/her knowledge and approval of the grant application.
12. Those programs, projects, or organizations that receive Rice Bowl funds for previous years will be asked to submit a written final report, which explains the use of the grant funds, the impact the project had on people's living, and the number of persons served. This report must be on file at the diocesan Office for the Missions in order to be considered for future grants.
13. Organizations that receive a Rice Bowl Grant must not participate in or promote activities that contradict the moral and social teachings of the Catholic Church. Such activities would include but are not limited to: promotion of same-sex marriage, capital punishment, artificial birth control, artificial reproductive technology, abortion, euthanasia, racism, and unjust discrimination toward immigrants. Prohibited activities also include endorsing political candidates or parties.
14. In order to increase participation in the CRS Rice Bowl program, all grantees are requested to promote CRS Rice Bowl on their website, Facebook, newsletter and/or brochures to the best of their abilities.

PROCESS

1. Applications will be available on the Mission Rice Bowl webpage the end of January.
2. All applications must be received by April 30th.
3. Rice Bowl committee members will make site visits to the Rice Bowl applicants throughout May and June.
4. Rice Bowl collections from the parishes, and online giving located at our website, are due by June 30.
5. An Allocation committee will meet in July to review all applications and the site visit evaluations. The amount of Rice Bowl funds available to grant is based upon what has been collected during the Lenten and Easter season and other donations.
6. Notifications and grant agreements will be mailed to awardees in August.
7. All Rice bowl checks awarded will be mailed in September.
8. The grant period is from September to August (of the following year).
9. Final Reports will be due September of the following year of receiving the grant.

INSTRUCTIONS

1. The period of the grant is from September 1, 2023 – August 31, 2024.
2. The application must be typed legibly (the application is offered as a fillable form which can be easily completed on your computer). Please do not staple any part of the application.
3. Organizations must be incorporated as a non-profit 501 (c) 3. **Enclose a copy of your Illinois tax exemption letter. (Not necessary if part of a Catholic parish or if the documents are already on file)**
4. Enclose a copy of your organization's or fiscal agent's **current IRS tax exempt certification. (Not necessary if part of a Catholic parish or if the documents are already on file)**
5. Enclose a copy of your organization's Articles of Incorporation. **This is not necessary if your organization or fiscal agent is a Catholic parish or diocesan organization or if the documents are already on file.**
6. If you wish to include pertinent attachments to the application, these should **not exceed three sheets**; e.g. a news article regarding your group, letters of endorsements, etc.
7. All questions applicable to your project or program must be answered and projected revenue sources included to the best of your ability. **Grant applications with incomplete information will not be considered.**
8. **Grant may be requested up to \$3,000.**
9. If you received previous Rice Bowl grant funding, your **Final Expense Report** for those funds should have been submitted by the end of the year. For example, if you received funding in September 2021 your Final Expense Report for grant year 2021-2022 should be submitted by December 31, 2022. Applications will not be considered if Final Expense Reports for previous funding have not been submitted. If you need a copy of the **Final Expense Report**, please contact us at missions@dio.org
10. The application is in a PDF fillable format which needs to be saved to your computer and either printed and mailed, or sent as an attachment in an email to us. If you choose to email the application, the signature page must be signed and either scanned and emailed or mailed to us by post. Please keep a copy of all your documents.

**If you have questions or concerns about this application, please call (217) 321-1161
Donna Moore, or Cindy Callan, (217) 321-1137 or e-mail missions@dio.org**

**DIOCESE OF SPRINGFIELD IN ILLINOIS
RICE BOWL GRANT APPLICATION**

Submission Deadline: April 30, 2023

*Rice Bowl grant applications emailed, hand-delivered or postmarked
after this date may not be considered.*

**MAIL TO:
CRS RICE BOWL GRANT
Office for the Missions
1615 W. Washington
Springfield, IL 62702**

Date: ____/____/____

AMOUNT OF GRANT REQUEST: \$_____

*NAME OF ORGANIZATION or PARISH: _____

Name of Program or Project (if applicable) _____

ADDRESS _____

CITY _____ ZIP _____

CONTACT PERSON _____ DAYTIME PHONE (____) _____ - _____

MUST PROVIDE EMAIL ADDRESS: _____

PROGRAM DESCRIPTION: (1) what you are doing; (2) targeted population; (3) services you provide; (4) number of people served each year; (5) other helpful information.

***If possible, use only the space on this form. If needed, one additional page can be attached.
We will request additional information if needed.***

What was your program income, in DOLLARS (do not include in-kind donations) last year: \$ _____

How much of this was spent on **food**: \$ _____

What is your estimated annual value of "in-kind" contributions (**food**)? \$ _____

What is your present source of funding for **FOOD ONLY**? (Please be as specific as possible.)

	<u>Amount</u>	<u>Percentage of Food Income</u>
Federal:	\$ _____	_____ %
State:	\$ _____	_____ %
Grants: Rice Bowl	\$ _____	_____ %
Individuals:	\$ _____	_____ %
Other	\$ _____	_____ %

Describe "other" (e.g. Catholic Charities, DCJH) _____

Is the organization incorporated as a non-profit 501(c) 3? Yes No (Attach documents)

Do you expect cutbacks of any sort in the next 12 months? Yes No If yes, please explain:

How will CRS Rice Bowl funds be used:

How will the CRS Rice Bowl program be highlighted, noted as a (co)funder of this project, or be made visible in the project's process?

List two persons or organizations, independent of your program, which could give information regarding your efforts.

1. Name _____

2. Name _____

Daytime Phone (____) ____ - _____

Daytime Phone (____) ____ - _____

SIGNATURE PAGE – REQUIRED

NAME (PLEASE PRINT) _____ TITLE _____

APPLICANT SIGNATURE _____ DATE ____/____/____

AUTHORIZATION	
Board President _____	_____
Date: _____ (Signature)	(Print Name)
OR	
Executive Director _____	_____
Date: _____ (Signature)	(Print Name)

***THIS SECTION IS FOR CATHOLIC PARISH PROGRAMS ONLY.** For applications made by a Catholic parish or parish program, the signature of a pastor, pastoral facilitator, or parochial administrator is required on the application indicating his/her knowledge and approval of the grant application.

PARISH: _____

PASTOR: _____

SIGNATURE: _____ DATE: _____

(End of Application)
Completed application must be received by April 30, 2023