



DIOCESAN CAMPAIGN FOR
JUSTICE AND HOPE

Diocesan Campaign for Justice and Hope
1615 West Washington Street
Springfield, IL 62702
217-321-1161

INSTRUCTIONS FOR COMPLETING 2024 GRANT APPLICATION

The period of the grant is from July 1, 2024 - June 30, 2025

1. **The grant application is now web-based.** When you fill out the application, fill out as done in the past. Follow any prompts. Any attachments can be attached at the end of the application, including additional pages if more space is needed.
2. Once done completing application, click to sign and a confirming email will be sent. A copy of the application will be sent to the applicant as well as the Diocesan Campaign for Justice and Hope. **There is no need to email the application or mail the application via post office.**
3. Organizations must be incorporated as a non-profit 501 (c) 3. **Attach a copy of your Illinois tax exemption letter. (Not necessary if documents are already on file or if part of a Catholic parish)**
4. Attach a copy of your organization's or fiscal agent's **current IRS tax exempt certification. (Not necessary if documents are already on file or if part of a Catholic parish)**
5. Attach a copy of your organization's Articles of Incorporation, Constitution, and By-laws, unless we have them on file from a previous DCJH grant request. **This is not necessary if your organization or fiscal agent is a Catholic parish or diocesan organization.**
6. If you wish to include pertinent scanned attachments to the application, these should **not exceed three sheets**, e.g., a news article regarding your group, letters of endorsements, etc. You can submit these attachments with the web form.

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 \$4,000.**
9. If you received previous DCJH grant funding your **Final Expense Report** for those funds must be submitted before this grant request can be considered. For example, if you received funding in July 2022 your Final Expense Report should have been submitted by August 31, 2023. Applications will not be considered if Final Expense Reports for previous funding have not been received. If you need a copy of the **Final Expense Report** form, please contact us at DCJH@dio.org
10. Questions regarding the application and the application process may be addressed to: DCJH@dio.org or by calling 217-321-1161. **Completed application must be submitted by January 31, 2024.**