



2024 RICE BOWL GRANT APPLICATION

Office for the Missions for the Diocese of Springfield in Illinois

CRS Rice Bowl is sponsored by the Office for the Missions for 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, but not limited to salaries, administrative costs 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 lives, 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. Applications are completed online only using AdobeSign.
3. All applications must be received by April 30th.
4. Rice Bowl committee members will make site visits to the Rice Bowl applicants throughout May and June.
5. Rice Bowl collections from the parishes, and online giving located at our website, are due by June 30.
6. 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.
7. Notifications and grant agreements will be mailed to awardees in August.
8. All Rice bowl checks awarded will be mailed in September.
9. The grant period is from September to August (of the following year).
10. Final Reports will be due December of the following year of receiving the grant.

INSTRUCTIONS

The period of the grant is from September 1, 2024 – August 31, 2025.

1. **Application will be completed on line through AdobeSign.**
 - a. **The grant application is now web-based.** When you fill out the application, fill out as done in the past. Have all your information ready in advance. Follow any prompts. Any attachments can be attached at the end of the application, including additional pages if more space is needed.
 - b. **Below the signature line you will be able to upload any documents you wish to send us.** There is no need to mail them.
 - c. Once finished completing application, **verify the email address of the person who will receive the confirmation for signature**, then **click to sign**. You will be prompted to provide an email, which then will indicate that a confirmation email has been sent to the email provided.
 - d. **There is no need to email the application or mail the application via post office.**
 - e. Open your email with the address you provided. There will be an email from AdobeSign. Follow the instructions in the email to confirm your application and click on the link that states to verify your email. **You will then be taken back to the web and will see this message stating that the signing of your application has been verified.**
 - f. A copy of the application will be sent to the applicant as well as the Diocesan Office for the Missions.
 - g. After you have received the copy of your application, please forward for signature to either the organization's executive director, board president or pastor. They may email it or mail by USPS to us at Office for the Missions, Rice Bowl Grant, 1615 W. Washington, Springfield, 62702, or email to missions@dio.org).
2. Organizations must be incorporated as a non-profit 501 (c) 3. **Attach a copy of your Illinois tax exemption letter to the online application. (Not necessary if part of a Catholic parish or if the documents are already on file)**
3. Attach a copy of your organization's or fiscal agent's **current IRS tax exempt certification to the online application. (Not necessary if part of a Catholic parish or if the documents are already on file)**
4. Attach a copy of your organization's Articles of Incorporation to the online application. **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.**
5. If you wish to include pertinent attachments to the application, these ideally should **not exceed three sheets**; e.g. a news article regarding your group, letters of endorsements, etc.

6. 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.**
7. **Grant may be requested up to \$3,000.00**
8. 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 following receipt of the grant funds. For example, if you received funding in September 2023 your Final Expense Report for grant year 2023-2024 should be submitted by December 31, 2024. You should complete that form online for 2023. All other years please contact our office.
 - a. Applications will not be considered if Final Expense Reports for previous funding have not been submitted.
 - b. If you need a copy of the **Final Expense Report** for previous years, please contact us at missions@dio.org

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