
Diocese of Springfield in Illinois

Request for Distribution of Funds from the Religious Education and Catechist Formation Endowment Media & Enrichment Materials Grant

Catechetical Leadership Personnel (Directors or Coordinators of Religious Education) of our diocese assist parents in their role as the primary educators of their children. DREs and CREs do this by coordinating and directing various religious education programs in the parishes of the diocese. These programs assist parents and all adult parishioners in their own faith development as well as the faith development of youth. Also, these DREs/CREs are responsible for the training of the catechists – those who actually teach and share their faith with the participants of parish catechetical programs – by providing catechists formation opportunities.

It is essential that our parishes have qualified personnel to achieve all the responsibilities of the administrative position of Director or Coordinator of Religious Education. It is also equally essential that the catechists of our parishes be qualified to share their faith and the teachings of the Catholic Church with conviction and accuracy.

Harvest of Thanks, Springtime of Hope Capital Campaign:

To assist in the formation of catechetical leaders and catechists for their respective roles, an endowment for Catechist Formation and Religious Education was created through the *Harvest of Thanks, Springtime of Hope* capital campaign. Money from this endowment is available to:

- ◆ Assist in the professional training of the Catechetical Leadership Personnel of the diocese;
- ◆ Support catechists in attaining or advancing their certification in the Diocesan Catechist Formation Process;
- ◆ Supply media and catechetical/adult enrichment materials; and
- ◆ Enrich programs for adult faith formation

Rationale:

Two of the areas that the Diocese of Springfield in Illinois named in the case statement of the *Harvest of Thanks, Springtime of Hope* campaign as worthy of endowment monies are **catechist formation** and **adult faith formation**. The Office for Catholic Education is responsible for administering monies for projects that advance formation opportunities in either of these categories. The **Media and Enrichment Materials Grant** has been created to help distribute these monies.

The intention of these grants is to help supplement innovative and effective efforts at the parish level that will foster and sustain adult formation as part of the larger catechetical mission of the parish. Grant money could be used for technology upgrades, audio/visual equipment, program supplies or subscriptions, or other resources that assist with adult faith formation. Grants will not be awarded for salaries, capital improvements, previously purchased items, participant costs to/from an event, or non-catechetical costs such as hospitality for participants and/or the planning team.

Eligibility:

- Grants will be awarded to parish efforts that fulfill a **definite catechetical plan** for supplemental materials that assist with catechist formation or adult faith formation.
- This plan must include specific goals of the project the media and/or enrichment material are supplementing.
- Reasonable expenses for shipping and installation of media/enrichment materials are eligible.
- Expenses for non-catechetical aspects of the media/enrichment materials are not eligible – e.g. venue fees, lodging, meals, travel or other expenses that are not catechetical in nature.
- Other ineligible expenses include salaries, capital improvements, previously purchased items, participant costs to/from an event, or hospitality costs for participants and/or planning team.

Procedure:

- Applications for the **Media and Enrichment Materials Grant** will be mailed to pastors and parochial administrators in November and be available on the diocesan website.
- Completed applications must be received by the Office for Catholic Education by **April 30**.
- A committee coordinated by the Office for Catholic Education will review all applications by **May 7**.
- Notification of the review committee's decision will be sent to the applicant by **May 15**.
- Parishes receiving an award will receive an agreement form which must be completed and returned by **June 15** before funds can be issued.
- A **final report** about the project funded must be completed and submitted to the Office for Catholic Education by the end of the fiscal year in which the project was implemented along with any unused funds.
- The Office for Catholic Education will complete an **annual report** of the amount of grant money dispersed to parishes and a summary of the projects these grants helped fund.

Regulations:

- All requests for grants must be submitted on the application form provided.
- All applications should be type written or clearly printed in ink.
- Documentation should be included with the application to show how amounts were determined.
- Applications must be received by **April 30** for consideration.

Other Information:

- Parishes may submit one **Media and Enrichment Materials Grant** application per year. Additional applications from other programs of the Religious Education and Catechist Formation Endowment are permitted.
- Awards are based on funds available and number of qualified applications received, therefore, partial grants may be awarded.
- Projects that outline a plan that helps catechists earn credit toward certification in the Catechist Formation Process will receive priority consideration.
- Individual applications for the **Media and Enrichment Materials Grant** should not exceed \$500.
- **Media and Enrichment Materials Grants** are for technology upgrades, audio/visual equipment, program supplies or subscriptions, or other resources that assist with adult faith formation.
- If it becomes necessary to change the original plan after a grant is awarded, the Office for Catholic Education must approve prior to implementing the change.
- New grants will not be awarded until the previous grant is completed and final report submitted to the Office for Catholic Education.

Religious Education and Catechist Formation Endowment 2024 – 2025 Media & Enrichment Materials Grant Application

Please Type or Print:

Parish _____

Pastor/Parochial Administrator _____

Project Coordinator _____

Coordinator's Title/Position in Parish _____

Parish Address _____

City _____ ZIP: _____

Email: _____ Phone: _____

Application completed by _____

Pastor/Parochial Administrator Signature

Date _____

Application must be received by April 30, 2024:

Media and Enrichment Materials Grant Committee
c/o Office for Catholic Education
Diocese of Springfield in Illinois
1615 W. Washington St.
Springfield, IL 62702-4757

FOR OFFICE USE ONLY	
Date grant received:	
Eligibility verified:	
Committee review:	
Application disposition:	
Award letter sent:	
Check request submitted:	
Agreement letter returned:	
Check mailed:	
Final report received:	
Annual report submitted:	



- I. Project Title: _____
- II. Amount Requested: _____
- III. Briefly describe the project, illustrating how the media or enrichment materials project will help catechists attain and advance their certification in the Diocesan Catechist Formation Process.
- IV. What are the goals of the project? How will these goals be measured?
- V. Outline your project budget, attaching documentation that shows how expenses are estimated and other sources of income for the project.

Attached additional pages if necessary