

**Catholic Foundation of Northeast Kansas  
2023 Grant Application Guidelines**

**1. Overview:**

The Catholic Foundation of Northeast Kansas (CFNEK), a separate 501 (c) (3) organization established in 1989, has become a key source of education, support, and training that helps ensure the continuation of the mission of the parishes and organizations across the Archdiocese of Kansas City in Kansas.

To Catholic parishes, schools, and organizations, we provide strategic tools and fund management to ensure fiscal integrity and promote long-term financial security. To individual and family donors, we provide streamlined, faith-based opportunities for charitable giving.

**2. Award Summary:**

For the 2023 CFNEK Grant program, there will be grants available to parishes, schools, ministries, and other Catholic entities within the Archdiocese of Kansas City in Kansas.

Grants will be made available for purposes that align with the CFNEK's mission to collaborate with parishes, schools, ministries, and institutions to develop additional resources and support. The maximum grant will be \$5,000 and will be for no more than 50% of the project cost.

**3. Eligibility Information:**

Grant-making is restricted to Catholic parishes, schools, ministries, and organizations within the Archdiocese of Kansas City in Kansas. Organizations are able to submit only one (1) grant application per fiscal year. The CFNEK views a parish and related school as one entity.

**4. Required Application Components:**

- Completed application
- Cover letter that indicates the support and authorization of the application submission from the organization's pastor or administrator.
- A quote, estimate, or proof of costs for any items listed on the application.
- One-page Fiscal Year budget summary for the parish, school, ministry, or organization

**5. Submission:**

The grant application and all required attachments must be completed in their entirety in order to be considered. Applications must be submitted by an authorized agent of the applicant institution. Please visit [www.CFNEK.org](http://www.CFNEK.org) to begin your application process.

Grant applications will be received from July 24, 2023, through 4:00 pm on August 31, 2023.

**6. Review Process:**

The Catholic Foundation of Northeast Kansas will review all submissions and then make recommendations for grants to the grant committee. The CFNEK may request additional materials from applicants to assist with their review. The decision of the grant committee will be communicated in written correspondence to grant applicants sent no later than September 30, 2023, and grants will be awarded to the approved applications. Upon approval, a grant agreement between the CFNEK and your parish, school, ministry, or organization will be issued.

**7. Grant Acceptance:**

All entities that receive a grant will be required to have a representative in attendance at the CFNEK Deo Gratias dinner on Thursday, November 30, 2023. All entities that receive a grant will also be required to display, announce, and market the awarded funds from the CFNEK.

**8. Grant Reporting:**

Upon receiving a grant from the CFNEK, a summary of the results and impact of your grant must be submitted to CFNEK in a letter by March 31, 2024. Grant reports consist of the impact you have seen from the award, or if the impact did not occur, what lessons did you learn from this process? Copies of all receipts for this project must be attached and detailed. Grantee follow-up reports can be accessed online or an offline grant report (PDF or Word) and emailed to [cfnek@archkck.org](mailto:cfnek@archkck.org). Please email photos along with the report to share the success story of your grant. If grant reporting is not received by March 31, 2024, future applications may not be considered.