



**2025 Annual Appeal for Catholic Ministries
Grant Application**

320 Cathedral Street

Baltimore, MD

410-547-5356

888-202-5113

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**ANNUAL APPEAL for CATHOLIC MINISTRIES
2025 ALLOCATIONS PROCEDURES**

I. Application Information for Round I

- **Category:** LEAGUE OF THE LITTLE FLOWER/FOR FAITH FORMATION AND VACATION BIBLE SCHOOL
Description: Operating grants for the hiring of Parish Directors/Vacation Bible School
Submission: April 18, 2025

- **Category:** YOUTH MINISTRY
Description: Operating grants for the hiring of Parish Youth Ministers
Submission: April 18, 2025

- *Grant Notification Letters will be mailed no later than July 3, 2025.*

II. Application Information for Round II

- **Category:** RESPECT LIFE
Description: Support of educational programs and services for teenage/single mothers, women considering abortion, and women suffering from post-abortion syndrome
Submission: August 29, 2025

- *Grant Notification Letters will be mailed no later than November 28, 2025.*

III. **Grant Submission and Materials Information:**

REQUIRED INFORMATION

1. **Cover Letter** (*no more than two pages*)
2. **Addendum A - Grant Request Form** (*Note: all requested information on this form must be completed.*)
Briefly include relevant information about the project, including but not limited to:
 - *Beneficiary demographics and information (number of individuals, background, etc.)*
 - *General community socio-economic information (age, education, employment, etc.)*
 - *Collaborations for the specific project (groups, parishes, organizations)*
 - *Plan of action*

ATTACHMENTS

1. **Program Budget** (*where applicable*)
 - Typed and listed separately in an **itemized format** (*not a narrative*) with the following:
 - *Matching Gifts/Rebate Designation*
 - *Outside funding sources*
 - *Timetable for budget*
2. **Job Description** (*where applicable*)
 - A comprehensive job description outlining responsibilities and qualifications
3. **Timetable for Implementation** (*where applicable*)
4. **Current Operating and Capital Budgets** (*where applicable*)
5. **Other Pertinent Supportive Materials** (*where applicable*)

MULTIPLE GRANT APPLICATIONS

Multiple grant requests are permitted. **However, each request should be treated as a separate proposal unto itself.** Parishes making **multiple requests** are advised to **indicate their priority of need** on each proposal.

Please send certified mail grant requests to:

**Archdiocese of Baltimore
Advancement Department, 4th Floor
320 Cathedral Street
Baltimore, MD 21201**

IV. **Grant Process Timeline**

1. **Submission** - Grant requests are submitted to the Advancement Department no later than close of business on the submission deadline (via certified mail).

2. **Review** - Grant requests are reviewed based on the following criteria:

Criteria for Awarding Grants:

- The acute or immediate need presented in the proposal
- The current financial position of the institution or parish
- The collaborative nature and spirit of the organization (*Joint applications encouraged*)
- **The support given to the campaign by the parish/institution**
- The amount (or percentage) of matching funds provided by the parish or institution
- The ability to replicate an innovative ministry project/staffing model at parishes/schools

3. **Notification** - Grant applicants will receive written notification for all grant allocation decisions no later than the above mentioned dates.

4. **Fund Claims** - Grant requests are awarded for use within a specific period of time. Funds awarded from the 2025 Annual Appeal but **not claimed/utilized by December 31, 2025, will not be available for disbursement to the grantee.** Applicants who have not made use of grants are invited to resubmit their requests for 2025 Annual Appeal Grant Allocations.

5. Once a grant has been awarded, The Annual Appeal and/or the category sponsor reserves the right to monitor the progress of the project during the grant period.

6. **Accountability** - After receiving a grant, *all recipients must provide documentation regarding the efficacy of the monies awarded*, to assure grant monies are used as designated.

Other Information

I. Grant Category Sponsors:

League of the Little Flower/For Faith Formation and Vacation Bible School

Edward Herrera, Executive Director
Institute of Evangelization
Edward.Herrera@archbalt.org
410-547-5420

Youth Ministry

Stacy Golden, Director, Office of Family, Youth and Young Adult Ministry
Institute for Evangelization
Stacy.Golden@archbalt.org
410-547-5371

Respect Life

Erin Younkins
Director
Office of Life, Justice and Peace
Institute of Evangelization
Erin.Younkins@archbalt.org
410-547-5537

II. Parish Share Funding:

Financial Support is directed through the Annual Appeal in the following ways:

In 2025, two goals will be provided to each parish:

- Standard goal 9% of offertory
- Stretch goal 12% of offertory

To allow for more flexibility in allocating resources to the ministries, parishes will be eligible to receive the following rebates based on performance to goal:

- 10% up to standard goal
- 40% above standard but below stretch goal
- 75% above stretch goal

The school tuition match and the opportunity to apply for grants will be still available.

III. Grant Application Inquiries:

Advancement Project Manager
Advancement Department
(410) 547-5323 (Office)
appeal@archbalt.org

