

# Grant Guidelines

## Franciscan Friars of Holy Name Province Benevolence Trust

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### **Purpose of the Benevolence Trust**

The Franciscan Friars of Holy Name Province Benevolence Trust encourages and supports programs and projects that offer concrete services for meeting the needs of the poor served by the Friars of Holy Name Province. These programs include but are not limited to efforts to secure the basic rights of food, adequate shelter, health care and education for the poor.

### **Grant Criteria**

1. Grants must be characterized by direct assistance to the poor and self-help oriented, and/or advocacy for the poor.
2. Grants must promote Holy Name Province's priority of justice.
3. Grants must actively involve a friar of Holy Name Province or be institutionally associated.

### **Grant Conditions & Requirements**

1. Priority will be given to new or innovative programs and/or projects that involve the laity.
2. Awarded grants should not be the primary means of supporting a project. Whenever possible, matching grant funds should be sought.
3. Grants will **not** be awarded for the following: capital expenses (e.g. autos, construction, building and property improvements, building maintenance, furniture, or equipment), the on-going ordinary expenses of an existing ministry or organization, salaries/benefits, grants that would be used to fund other organizations, scholarships, or a program or project outside the USA.
4. A separate Grant Application and Project Budget must be received on time for each project or program each year. (See Grant Schedule below)
5. Any qualifications or conditions placed on a grant must be fulfilled prior to the disbursement of funds.
6. Grants must be spent as described in the Grant Application.
7. An annual Progress Report and Project Accounting are required. (see Progress Reporting and Project Accounting)
8. Any unspent grant money must be returned to the Benevolence Trust prior to the end of June.

### **Grant Schedule**

Our fiscal year extends from July 1<sup>st</sup> - June 30<sup>th</sup>.

1. Grant Application and Project Budget are due by April 1<sup>st</sup>.
2. Grant Applications are reviewed and processed by June 15<sup>th</sup>.
3. Notification of the status of a Grant Application will be made by July 1<sup>st</sup>.

### **Progress Reporting and Project Accounting**

Progress Report and Project Accounting of grant monies is due by April 15<sup>th</sup>. Use the Progress Report and Project Accounting forms found on our website and submit them electronically.

### **Application Instructions**

1. Complete the Grant Application Form and the Project Budget Form. Applications will be rejected if the forms are not used or incomplete.
2. When completed send the entire package to: (electronically to [BTAdmin@hnp.org](mailto:BTAdmin@hnp.org))

BENEVOLENCE TRUST ADMINISTRATOR  
HOLY NAME PROVINCE  
129 West 31<sup>st</sup> Street – 2<sup>nd</sup> Floor  
NEW YORK, NY 10001-3403

### **Questions**

If you have questions contact the Benevolence Grant Administrator at [BTAdmin@hnp.org](mailto:BTAdmin@hnp.org), or 646-473-0265 x360.