

## **Grant Guidelines**

### **Franciscan Friars of Holy Name Province May Bonfils Stanton Memorial Trust**

---

#### **Purpose of the May Bonfils Stanton Memorial Trust**

The Franciscan Friars of Holy Name Province May Bonfils Stanton Memorial Trust encourages and supports programs and projects that provide any charitable endeavor of bringing comfort to the sick, the poor or needy in the greater Denver, Colorado vicinity. Preference in awarding grants will be given to those not-for-profit agencies that provide services which include but are not limited to efforts to secure the basic rights to food, adequate shelter, health care and education for the poor.

#### **Grant Criteria**

- 1) Grants must be utilized in the vicinity of greater Denver, Colorado.
- 2) Grants must provide direct assistance to the poor and needy, to select charitable endeavors, or education.

#### **Grant Conditions and Requirements**

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

#### **Grant Schedule**

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

- 1) Grant Application and Project Budget are due by April 1<sup>st</sup>.
- 2) Grants 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 Report and Project Accounting**

Progress Report and Project Accounting of grant monies are due by April 15<sup>th</sup>. Please use the Progress Report and Project Accounting Forms found on the website.

#### **Application Instructions**

- 1) Complete the Grant Application form and the Project Budget. Use the forms found on our website. Confine your responses to the spaces provided. If you wish to provide more information, you may do so by including a separate attachment. Applications will be rejected if the forms are incomplete.
- 2) When completed send the entire package to: (electronically to [MBAdmin@hnp.org](mailto:MBAdmin@hnp.org))

GRANT ADMINISTRATOR  
MAY BONFILS STANTON MEMORIAL TRUST  
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 Grant Administrator at [MBAdmin@hnp.org](mailto:MBAdmin@hnp.org), or 646-473-0265 x360