



2022-2023 DIOCESAN CATHOLIC SCHOOL ASSESSMENT GRANT PROCEDURE

The Diocesan school assessment grant procedure has been established to provide assistance to parishes that are experiencing difficulties meeting the assessment for the financial support of Catholic schools. Grants are needs-based and are not intended to be a permanent source of parish revenue. The application procedure involves the following:

- 1) The completed application, along with your most recent Fiscal Year 2022 Statement of Financial Position and Statement of Activities for the parish, mission and/or reconfigured entities, should be emailed in one PDF file to: Peter Stauble, pstauble@rcbm.org by May 1, 2022.
- 2) Fiscal year 2021 Parish Year End Financial Reports and fiscal year 2022 Parish Budgets should be completed and on file with the Diocese.
- 3) The Bishop has established the Diocesan Grant Committee to meet annually, review applications, and make grant recommendations to the Bishop.
- 4) In some instances, a member of the Finance Office may make arrangements for an interview with the Pastor and Parish Finance Chair to discuss the application.
- 5) Decisions for these grants will be made and communicated by the Finance Officer to Parish applicants during the month of July, 2022.
- 6) All grant allocations are effective July 1, 2022.
- 7) The grant will be applied as a credit against the parish Catholic school assessment.
- 8) Please contact Peter Stauble at 663-0116 (pstauble@rcbm.org) to answer any questions regarding this procedure. Please email completed applications and statements in one PDF file to: Peter Stauble, pstauble@rcbm.org by May 1, 2022.

Roman Catholic Bishop of Manchester

2022-2023 Diocesan Catholic School Assessment Grant Application

Parish Name:	_____	Finance Council Members:	_____
Location:	_____		
Deanery:	_____		_____
Pastor's Name:	_____		_____
Phone Number:	_____		_____
Amount Requested:	\$ _____		_____

NEEDS STATEMENT:

- 1) Explain your parish's need for this grant in summary form. A complete explanation should be included in a cover-letter).

- 2) What plans do you have to avoid the need for future grants?

- 3) What other grants do you presently receive?

- 4) What is your current fiscal year assessment for support of Catholic schools? \$ _____
- 5) Collected total for the Diocesan Catholic Education second collection? \$ _____
- 6) How often does your Finance Council meet? _____

REQUIRED ATTACHMENTS:

To facilitate the processing of this application, please enclose the following:

- 1) A cover-letter describing the need and expanding on any answers that do not fit above, and;
- 2) Your most recent Fiscal Year 2022 Statement of Financial Position and Statement of Activities for the parish, mission, and /or reconfigured entities. Let us know if assistance is needed with this.

Pastor's Signature

_____/_____/_____
Date

Completed applications and statements should be emailed in one PDF file to: Peter Stauble, pstauble@rcbm.org by May 1, 2022, and for questions you can reach Peter Stauble at (603) 663-0116.