



3. DESCRIBE HOW THIS AID WOULD BE USED.

4. HOW WILL ADDITIONAL AID AFFECT YOUR OBJECTIVES AND PROGRAMS?

WILL THIS AID MAINTAIN EXISTING PROGRAMS? \_\_\_\_\_

IF THIS AID WILL HELP ADD NEW PROGRAMS, EXPLAIN WHICH ONES?

\_\_\_\_\_

5. HOW WILL YOUR PROGRAMS AND OBJECTIVES BE AFFECTED WITHOUT THE AID REQUESTED?

6. HOW MANY PEOPLE ARE SERVED BY YOUR ORGANIZATION PER YEAR?

7. WHAT SPECIFIC GEOGRAPHICAL AREA DO YOU SERVE?

8. WHAT IS YOUR ANNUAL BUDGET? \_\_\_\_\_

9. WHAT ARE YOUR SOURCES OF FINANCIAL SUPPORT?

Please attach an annual statement, if available, references within the community, and any other material which you believe would help us determine your eligibility for aid.

Please include six copies of this form (and supporting material, if possible).

THE INFORMATION PROVIDED IS ACCURATE TO THE BEST OF MY KNOWLEDGE AND ACCURATELY REPRESENTS THE NEED OF THE ORGANIZATION.

\_\_\_\_\_  
Organization name

\_\_\_\_\_  
Name and title (if applicable) of individual(s) filling out this form.

## **St. Thomas Aquinas Church and Catholic Student Center GUIDELINES FOR COMMUNITY OUTREACH GRANTS**

Jesus in the gospel gives us the commission to do as he did. We express this in loving action for the poor, the disadvantaged, suffering and oppressed by supporting social service and social action to bring about a more just society. In the long range plan for social justice from the Archdiocese of Dubuque, we read:

We must act with justice and love in our local parish....We must listen to the voices which speak to us of human need and grow in sensitivity to and awareness of the challenge of injustice which exists locally. This awareness must lead to action on behalf of the poor, the disadvantaged, the suffering and the oppressed. In our local parishes we must commit our resources of prayer, time, talent, and money.

In response to Jesus' call, our parish moved toward action by adopting the following goals:

1. Raise the consciousness of individuals to local, national, and international needs.
2. Allocate funds to alleviate poverty and human suffering.
3. Inform the parish of human needs identified within the community.
4. Encourage people to volunteer their time, talent, and money.

To implement these goals, 7<sup>1</sup>/<sub>2</sub>% of the weekly collection goes toward the Love Your Neighbor Fund and Community Outreach Tithe.

1. The monthly collection will include envelopes and loose change.
2. The monthly collection will not include special envelope collections, such as Catholic Charities and the Campaign for Human Development, nor alumni nor parent contributions.
3. The amount for each year's budget line for Community Outreach/Love Your Neighbor for the next fiscal year will be calculated on the basis of the collection received in the previous fiscal year. (E.g., the 2008-2009 fiscal year amount will be based on the actual income for the 2006-2007 fiscal year.)
4. Disbursement began in January 1984 at 5%. In 1989, this was raised by a decision of parish council to 7% and in 1991 it was further raised to 8%. In 1994, because of budgetary constraints, it was changed to 7<sup>1</sup>/<sub>2</sub>% (4% to Love Your Neighbor, 3<sup>1</sup>/<sub>2</sub>% to Community Outreach).

### **DISBURSEMENT**

Tithe amounts for Love Your Neighbor are disbursed according to the guidelines set forth by that Fund to meet immediate needs of people in Story County.

The Community Outreach Tithe Committee uses this application process to distribute a minimum of half the remaining funds to agencies within Story County and a maximum of half outside the county.

Both funds are part of the Social Justice budget at St. Thomas. Donations made to the Love Your Neighbor Fund by individuals will be used solely for the work of the Love Your Neighbor grants to individuals in need, based on the procedures set up for the Love Your Neighbor Fund.

## **COMMUNITY OUTREACH TITHE COMMITTEE GENERAL PROCEDURES**

1. Funds may be requested only by members of St. Thomas Aquinas Church and Catholic Student Center for agencies, individuals, or special causes. Applications will be accepted throughout the year and will be reviewed twice a year, normally in May and December. (Applications for January to June should be received by November 1 of the previous year; applications for July to December should be received by the prior April 1.)
2. The committee will be selective in granting funds.
3. An application form obtained from the St. Thomas Aquinas office will normally be required for each request. With the agreement of the Community Outreach Tithe Committee, some ongoing recipients of grants may not be required to submit a proposal for each grant period but will be asked to provide a request every two years. The Committee will review this procedure each year at their spring meeting.  
Long standing applicants and new applicants will be given equal consideration in allocation of funds.
4. Requests may be submitted for each semi-annual review.
5. The committee will prioritize the approved applications.
6. Factors considered in selecting recipients of the funds include, but are not limited to the following:
  - a. Financial need;
  - b. Value of assistance to the target community;
  - c. Commitment to their goal;
  - d. Effect of withholding aid;
  - e. Stability of organization;
  - f. Consistency with the philosophy and mission of the STA community.Priority will be given to organizations and projects that serve the basic needs of low income people.
7. The money will be disbursed so that a minimum of 50% of the available money will be allocated to groups in Story County. A maximum of 50% of the available funds may be allocated to groups that serve other areas (state, national, international). Generally, the maximum grant to any group during a six month period is \$1000.

## **REVIEW COMMITTEE**

1. The Committee consists of five members of St. Thomas Aquinas Church and Catholic Student Center.
2. At least one member of the committee shall be a Catholic undergraduate student at Iowa State University who is a member of St. Thomas Aquinas.
3. The committee will choose its own chairperson.
4. A minimum of three committee members must be present to review the applications and make recommendations for the allocations of funds.
5. The committee's activities will be reported to the Parish Council through the Social Justice Committee.
6. The staff person overseeing the work of the Social Justice Committee will see that checks are sent as close to the beginning of the funding period as available funds allow. The staff person will establish a schedule for disbursement, based on recommendations of the committee and on the monthly contribution to the Fund from the parish.

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