

Grant Guidelines

Franciscan Friars of Holy Name Province Benevolence Trust

www.hnp.org under the heading **Our Work, Grants, Benevolence**

Purpose of the Benevolence Trust

The Franciscan Friars of Holy Name Province Benevolence Trust encourages and supports programs and projects that creatively 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.

Please review and follow the Grant Guidelines before submitting your application.

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/projects.
2. Awarded grants should not be the primary means of supporting a project. A cap of 20K will be placed on all grants. Each ministry site may submit a maximum of two grants per year. A project will be funded for a maximum of two years however a ministry must reapply for a second year of funding.
3. Grants **will not be awarded** for the following:
 - salaries/benefits;
 - capital expenses (e.g. vehicles, construction, building/ property improvements or maintenance, furniture);
 - the on-going expenses of an existing ministry;
 - grants that would be used to fund other organizations, scholarships, or a project outside the USA;
4. Grants must be spent as described in the Grant Application.
5. An annual Progress Report is required.

Grant Schedule

Our fiscal year extends from July 1st - June 30th.

1. Grant Applications are due by April 1st.
2. Grant Applications are usually reviewed and processed by June 15th.
3. Notification of the status of a Grant Application will be made about July 1st.

Progress Report

A Progress Report is due by April 1st. Use only the one-page Progress Report form found on our website and submit electronically.

Application Instructions

1. Be familiar with the Guidelines before completing the Application Form. Confine your responses to the spaces provided. Applications will be rejected if the forms are incomplete or later than the due date.
2. When completed send electronically to BTAdmin@hnp.org
If you have questions or require assistance, contact the Grant Administrator at the above address or telephone 646-473-0265 x 360.