

Grant Guidelines

Franciscan Friars of Holy Name Province May Bonfils Stanton Memorial Fund

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

Purpose of the May Bonfils Stanton Memorial Fund

The Franciscan Friars of Holy Name Province May Bonfils Stanton Memorial Fund 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.

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

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) Grant Application must be received by April 1st.
- 2) Priority will be given to new or innovative programs and/or projects with direct service to the poor.
- 3) Any qualifications or conditions placed on a grant must be fulfilled prior to the disbursement of funds.
- 4) Grants must be spent as described in the Grant Application.
- 5) Whenever possible matching grant funds should be sought.
- 6) An annual Progress Report is required.
- 7) Grants **will not be awarded** for the following:
 - salaries/benefits;
 - capital expenses (e.g. autos, construction, building/property improvements/maintenance, furniture);
 - ordinarily the on-going expenses of an existing ministry or organization;
 - grants that would be used to fund other organizations.

Grant Schedule

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

- 1) Grant Application is due by April 1st.
- 2) Grants 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 Progress Report Form found on our website and submit electronically.

Application Instructions

- 1) Complete the Grant Application form. Confine your responses to the spaces provided. Applications will be rejected if the forms are incomplete.
- 2) **When completed send electronically to: MBAdmin@hnp.org**

GRANT ADMINISTRATOR
MAY BONFILS STANTON MEMORIAL FUND
HOLY NAME PROVINCE
129 West 31st Street – 2nd Floor
NEW YORK, NY 10001-3403

If you have questions or require further assistance contact the Grant Administrator at MBAdmin@hnp.org, or Tel: 646-473-0265 x360