

**GRANT GUIDELINES**  
**FRANCISCAN FRIARS OF HOLY NAME PROVINCE BENEVOLENCE TRUST**  
[www.hnp.org](http://www.hnp.org) under the heading “Our Work” Grants, Benevolence

## **Purpose of the Benevolence Trust**

The 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.

## **Grant Criteria**

1. Grants must be characterized by direct assistance to the poor and be self-help oriented, and/or advocacy on their behalf.
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 can 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:
  - ordinary salaries/benefits;
  - capital expenses (e.g. vehicles, furniture, building/ property improvements or maintenance);
  - 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**, as found on our website, is required.

## **Grant Schedule**

The fiscal year of Holy Name Province extends from July 1 through June 30.

### **CYCLE I**

Progress Reports Due	June 1
Applications Due	July 1
Awards	September 1

### **CYCLE II**

Progress Reports Due	October 1
Applications Due	November 1
Awards	January 1

### **CYCLE III**

Progress Reports Due	February 1
Applications Due	March 1
Awards	May 1

## **Application Instructions**

When completed send electronically to [BTAdmin@hnp.org](mailto:BTAdmin@hnp.org)

If you have questions or require assistance, please contact:

Dan Kenna, O.F.M., Grant Administrator  
Holy Name Province  
129 West 31<sup>st</sup> Street, New York, NY 10001-3403  
646-473-0265, x 303