

Our Sunday Visitor

Funding Application

General Information

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code _____

Contact Person: _____ Title: _____

Telephone: _____ E-mail: _____

Website: _____ Fed. Tax I.D. #: _____

General Requirements

- a) Listing in the current publication of *The Official Catholic Directory*. Applicant must be listed or have received formal notification of approval from the Ordinary of the applicant's diocese or proper ecclesiastical authority.
Page number: _____
 - b) Applicant must be organized as a non-profit organization and must have received a ruling or determination letter from the Internal Revenue Service concerning the applicant's exempt status.
Please attach a copy of this letter.
 - c) A letter of support from the local Ordinary or proper ecclesiastical authority *must* be included.
 - d) Describe below applicant's general purpose and activities. Provide names of Board of Directors.
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Project Information

- a) Amount requested: \$ _____
- b) Describe below the project/program for which funds are being requested (use separate sheet if necessary).

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- j) If applicable, will participants be charged a fee/tuition? Yes_____ No_____ \$_____.
Please explain.
- k) If funding is requested for speaker stipends or to support a conference, please list all speakers and their suggested topic.
- l) If funding is requested to support the development, publishing, printing or marketing of Catechetical materials, please submit ten (10) copies with your application.
- m) How does this project/program conform to our "Special Areas of Concern"? (page 6)
- n) Has the applicant applied for any other funding for this project/program? Yes_____ No_____.
If yes, please list the names, addresses, telephone numbers and amount requested.
If the amount requested is \$50,000 or more, at least one additional funding source must be listed.
- o) Please list the date(s), amount(s) and purpose of all previous funds received from Our Sunday Visitor.

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p) If awarded, how will this gift be publically acknowledged?

q) If awarded, how will the beneficiaries of this gift be made aware of its origin?

r) If awarded, would you consider naming the program/project in recognition of this gift?
___Yes ___No

s) Person who will be administering the proposed project/program if different from the contact person listed on page 1:

Name: _____ E-mail: _____ Tel: _____

Qualifications:

If funding is approved, the Recipient agrees as follows:

- a) The Recipient shall report to Our Sunday Visitor, in writing on a quarterly basis, the progress of the project/program.
- b) The Recipient shall use due care and caution in expending the proceeds and will be fully accountable for the use of funds awarded for this project/program.
- c) The Recipient agrees to make full and accurate accounting of the funds expended for the project/program upon completion and to return all monies not used.
- d) The Recipient agrees to return all funds if the project/program is cancelled or is not produced as described.
- e) The Recipient agrees that if the project/program produces a manuscript, film, DVD, or any other product that may be marketable, Our Sunday Visitor, Inc. will have first rights of refusal to enter into collaboration with the Recipient to so market.
- f) The Recipient agrees that, with approval of Our Sunday Visitor, Inc., it will publicly acknowledge that the project/program was aided by funds from Our Sunday Visitor.

Signed: _____ Date: _____

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Please remember to include a letter of support from your local Ordinary or proper ecclesiastical authority. Your application will be considered incomplete if this letter is not included.

If necessary, additional sheets may be attached.

Please pay particular attention to Requirement Number 2 under "Policy and Procedures" (page 6). Please address this requirement in your application.

Statement of Purpose

Introduction

Our Sunday Visitor, Inc. is the legacy of Archbishop John Francis Noll (1875-1956). As a young pastor at St. Mary's parish in Huntington, Indiana, Fr. Noll founded *Our Sunday Visitor*, a national Catholic newspaper, on May 5, 1912 and began a lifelong apostolate to educate the Catholic laity in the faith and to help them be prepared to defend the Church from its many critics.

Archbishop Noll saw the role of the laity as critical to the enduring strength of the Church. "The Church of God must depend upon her laity, who associate daily with the general populace, to infiltrate society with the right principles of morality," he wrote. Through books, pamphlets, periodicals and other catechetical efforts, Archbishop Noll spent his entire career encouraging and helping Catholics bear witness to their faith.

His loyalty to, and love for, the Catholic Church, his eagerness to use his ability to engage the culture of his time, and his deep desire to create a laity well-educated in the faith, marked his ministry as a priest and bishop. Today, Our Sunday Visitor, Inc. renews its commitment to the vision of Archbishop Noll by service to the Church, its parishes, priests and people.

General Guidelines

The Board of Directors of Our Sunday Visitor, Inc. and the Institute Advisory Committee bear the responsibility of keeping alive the charism of Archbishop Noll and applying it to the pastoral position of the Church today.

Our Sunday Visitor seeks, supports and encourages innovative Church-related projects/programs and activities which are in accord with the mission established by Archbishop Noll and adhere to these general guidelines:

1. Being in accord with the teachings and traditions of the Catholic Church.
2. Being in accord with the fundamental mission of the Church as promulgated by Church leadership.
3. Being in accord with the mission of Our Sunday Visitor, Inc., to serve the Church by articulating its teachings, educating its people, and evangelizing the broader culture.

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Special Areas of Concern

The Board of Directors of Our Sunday Visitor, Inc. has set out specific areas of concern that are in agreement with the general guidelines. These areas of concern are central to the Church in the United States. They are in close harmony with the insights and legacy of Archbishop Noll and the enduring apostolate of Our Sunday Visitor, Inc.

No application will be considered by the Institute Advisory Committee that does not show evidence of one or more of these priority areas:

- 1) Programs or activities that focus on adult, youth, child or family catechesis and respond to this country's religious illiteracy.
- 2) Programs or activities that educate Catholics of all ages about the importance of personal vocations, encouraging them in service to the Gospel as students, married or single persons, priests and Religious.
- 3) Programs or activities that contribute, in concrete ways, to the evangelization and defense of the Catholic faith
- 4) Programs or activities that advance the culture of life.

Please note: Our Sunday Visitor prefers to fund new and innovative projects/programs that hold the promise of expanding into other dioceses. We do not encourage applications for projects/programs that solely benefit a parish or school.

Policies and Procedures To Assist in Applying for Funding

Policies

The following are applicable to any organization making application:

- 1) All applications must be accompanied by a letter of support from the Ordinary of the diocese or proper ecclesiastical authority. The organization must be an officially approved Catholic organization listed in the current *Official Catholic Directory* or have received formal notification of approval of such listing from the Ordinary of the diocese in which the organization resides or proper ecclesiastical authority.
- 2) Applicants should give serious consideration to the role which Our Sunday Visitor, Inc. through its staff, board members or Institute Advisory Committee members may be able to play in the project/program for which funds are being sought. This role should be outlined in the application. This role may be as an advisor, a member of the planning committee, a co-sponsor or some other meaningful capacity in which Our Sunday Visitor, Inc. can help contribute to the success of and maintain contact with the project/program.
This requirement is established under the guidance of tax counsel for Our Sunday Visitor, Inc. and will be a substantial, but not overriding, consideration in the application review process. Please contact the Executive Director should you have questions and/or comments.
- 3) Funding is ordinarily provided for one-year projects/programs.

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- 4) Funding for capital expense projects (*i.e.* construction), salaries or general operating expenses is discouraged. However, if the request is for salaries or general expenses specific to the project/program and is short-term, they may be considered.
- 5) Applications for on-going projects/programs must include a plan outlining anticipated sources of funding for future support.
- 6) Applicants are encouraged to seek funding from other sources in addition to Our Sunday Visitor and provide this information in the application.
- 7) Our Sunday Visitor is interested in supporting projects/programs which have potential of expansion beyond the locale in which the project/program originates or have lasting effect and/or national implications. Such potential should be noted in the application.
- 8) A detailed proposed budget (income & expenses) is to be included with the application.
- 9) A marketing plan for the project/program should be included with the application.
- 10) Successful applicants must provide quarterly progress reports to Our Sunday Visitor stating the present status and the amount of Our Sunday Visitor funds expended to date.
- 11) If funded, and the applicant has a website, please add a link to Our Sunday Visitor's website (www.osv.com).
- 12) If funded, Our Sunday Visitor, Inc. reserves the right to publish information concerning the funded project/program unless notified to the contrary, in writing, by the applicant.

Procedures for Applying

Deadlines for submission of completed applications are:

Postmarked by: April 1
 Postmarked by: August 1
 Postmarked by: December 1

The Institute Advisory Committee meets to consider applications three times each year. Those meetings are generally held within 60 days following the above deadline dates.

Prior to being presented to the Advisory Committee for consideration, each application is reviewed for adherence to our guidelines, including those outlined in the "Special Areas of Concern" (page 6) section of this application.

After careful and thoughtful consideration of each application, the Advisory Committee submits its recommendations for ratification to the Board of Directors of Our Sunday Visitor, Inc. Our Sunday Visitor board meetings are normally held in March, July and November.

Applications must be completed, signed and returned by the above deadlines to:

**Michelle Hogan
 Executive Assistant
 Our Sunday Visitor
 200 Noll Plaza
 Huntington, IN 46750**

Questions, inquiries or assistance regarding an application should be directed to Michelle Hogan at the above address; mhogan@osv.com or by calling 1-800-348-2440, ext. 2536.