

LOCAL GRANT APPLICATION CHECKLIST
Catholic Campaign for Human Development
2022 Local Grant Proposals

Your application must include the following information:

- 1. A community development grant proposal covering the list of required questions along with the completed application cover sheet or a completed economic development grant application form.
- 2. A detailed budget for the organization. If you are requesting funding for a project, be sure to include the project budget.
- 3. For economic development grant applicants, a two to three year strategic or business plan.
- 4. List of Board of Directors indicating which are low-income.
- 5. IRS Letter of Determination of 501-C3 Exemption Status for your organization or for your fiscal sponsor.
- 6. **For those who received local CCHD grant money for projects in 2021** – if not already submitted, include a brief interim report. Please contact the CCHD Diocesan Coordinator at mmckimmey@cceb.org or 510-768-3176 to learn what should be included in the report. **(Failure to include this may jeopardize your request for 2022 funds.)**
- 7. Additional attachments are limited to one page. **Applications must be signed and dated and be e-mailed, delivered or postmarked by Tuesday, August 2nd, 2022.**

The CCHD committee will review all proposals and make the funding decisions by September 2022.

Failure to follow this format may result in the disqualification of your organization's request.

PLEASE SEND THE COMPLETED PACKET:

- By e-mail to CCHDEastBay@cceb.org.
- By U.S. Mail, or by in-person delivery to:

Catholic Campaign for Human Development
433 Jefferson Street
Oakland, CA 94607