



USCCB Subcommittee on Catholic Home Missions



Frequently Asked Questions

ELIGIBILITY

1. [Who is eligible for a grant from the Subcommittee on Catholic Home Missions?](#)

DRAFTING AN APPLICATION

2. [How do I apply for a grant?](#)
3. [What types of programs are funded?](#)
4. [How do I know if my project qualifies for funding?](#)
5. [What are the most important factors the Subcommittee on Catholic Home Missions uses in the decision making process?](#)

FILLING OUT THE APPLICATION

6. [Can I work on my application over a span of several days and save my information without submitting the application?](#)
7. [Is my application automatically saved once I create an account?](#)
8. [How do I return to an incomplete application that I saved, but have not yet submitted?](#)
9. [How long will an incomplete application remain in my account?](#)
10. [I don't see a submit button, how do I submit my grant?](#)
11. [I submitted my grant and then realized I made a mistake, forgot to include supporting documentation, or want to make changes.](#)
12. [How can I attach supporting documents?](#)
13. [Can I copy and paste from a word document?](#)
14. [Can I review my previous projects?](#)
15. [Can I print a copy of my online application?](#)
16. [What if I have questions about an error message while I am filling out the application?](#)

FINANCIAL CONSIDERATIONS

17. [What is the maximum grant amount?](#)

SUBMITTING YOUR APPLICATION

18. [When is the application due?](#)
19. [Once I submit a proposal for a grant, how long will it take before I receive a response from the Subcommittee on Catholic Home Missions?](#)
20. [Can my supporting documents, such as letters of recommendation, budgets, etc., arrive after the application deadline date / after submitting the application online?](#)
21. [Where should I send supporting documents not attached to my online application?](#)

FOLLOWING UP

22. [When are the funds available, once a grant has been approved?](#)
23. [When will I receive a decision on my application?](#)

CONTACT

24. [I have not found the answers to my question on this Web site. Who in your office can I contact for more information?](#)

ELIGIBILITY

1. Who is eligible for a grant from the Subcommittee on Catholic Home Missions?

The Subcommittee on Catholic Home Missions evangelizes by giving financial support to missionary activities that strengthen and extend the presence of the Catholic Church in the United States and its dependencies. At the present time, the Subcommittee is only accepting applications from (arch)dioceses/(arch)eparchies. Parishes and organizations that wish to receive funds should contact their local bishop and ask to be included on the diocesan application.

[Back to Top](#)

DRAFTING AN APPLICATION

2. How do I apply for a grant?

An invitation to submit an application is emailed to previous year grantees. New applicants can submit an online application by contacting Mr. Ken Ong in the national office at (202) 541-3010 / homemissions@usccb.org.

[Back to Top](#)

3. What types of projects are funded?

Grants are awarded for the following types of projects:

Strengthening Marriage & Family Life

Marriage Education/Preparation/Enrichment
Marriage and Family Life Ministries

Faith Formation

Campus Ministry
Long-Distance Learning
Evangelization
Lay Ministry Training/Formation
Religious Education
Youth & Young Adult Ministry

Priestly & Religious Vocations

Clergy Continuing Education
Diaconate Training
Formation for Religious Orders
Seminary Education & Vocations

Life & Dignity of the Human Person

Ministry with Disabled Persons
Prison Ministry
Respect Life Education/Training/Formation

Cultural Diversity

*African American Ministry
Asian & Pacific Island Ministry
Catholic Schools (for schools with a large minority population)
Hispanic Ministry
*Native American Ministry

Mission: Diocesan and Parish Assistance

Aid to Mission Parishes
Buildings & Properties (only in extreme circumstances)
Communications (print, audio, and electronic)
Diocesan Administration
Pastoral Planning
Stewardship & Development

* Contact the Black & Indian Mission Office for additional funding opportunities

[Back to Top](#)

4. How do I know if my program qualifies for assistance?

You must complete the eligibility quiz to determine if your program qualifies for consideration. You should thoroughly read the Funding Guidelines <http://www.usccb.org/hm/fundingguides.htm>.

[Back to Top](#)

5. What are the most important factors the Subcommittee on Catholic Home Missions uses in the decision making process?

The Subcommittee on Catholic Home Missions bases funding decisions on the urgency of the financial and pastoral need as determined by a current, audited, financial statement and field visits.

Because circumstances vary widely, the Subcommittee also takes the following factors into account in its grant decisions:

- characteristics of the group to be served (poverty, ethnicity, recent immigration status, etc.);
- demographic/geographic factors (area to be served, ease of travel, population density, size of Catholic population, Catholics as a percentage of total population);
- strength of Catholic infrastructure (pastoral center, parishes, schools, religious houses, other institutions);
- characteristics of surrounding culture (poverty, ethnicity, attitude toward religion, attitude toward Catholicism, etc.).

If a given activity originates with a diocese or takes place entirely within a diocese, the diocesan bishop must endorse its value in writing.

[Back to Top](#)

FILLING OUT THE APPLICATION

6. Can I work on my application over a span of several days and save my information without submitting the application?

Yes. At the bottom of each application page is a "Save and Finish Later" button.

[Back to Top](#)

7. Is my application automatically saved once I create an account?

No, your application is not saved automatically. To ensure that none of your applications data is lost, you must click on the "Save and Finish Later" button at the bottom of each page.

[Back to Top](#)

8. How do I return to an incomplete application that I saved, but have not yet submitted?

Once you create an online grant application account, you will receive an e-mail notification that includes the e-mail address and password required to access your saved application. This e-mail will also include the web address of the Account Login page. The address to the login page is https://www.grantrequest.com/SID_1118/?SA=AM.

[Back to Top](#)

9. How long will an incomplete application remain in my account?

A saved application will remain in your account for 120 days. Each time you edit the application your applications will be saved for another 120 days.

[Back to Top](#)

10. I don't see a submit button, how do I submit my grant?

To submit your online application, click on the “Review and Submit” button found at the bottom of the last page of application. Once the application has been submitted, you will not be able to edit it.

[Back to Top](#)

11. I submitted my grant and then realized I made a mistake, forgot to include supporting documentation, or want to make changes.

Please e-mail homemissions@usccb.org and we will try to accommodate your request.

[Back to Top](#)

12. How can I attach supporting documents?

The instructions on how to attach supporting documents can be found on the last page of the application.

[Back to Top](#)

13. Can I copy and paste from a word document?

Yes. However, be aware that text that has special formatting such as bolding, underlining, italics, or font color does not copy into the online system.

[Back to Top](#)

14. Can I review my previous projects?

Yes, if you have applied for a grant with the Subcommittee on Catholic Home Missions previously, your previous grant information is associated with your e-mail address. If you changed your email address, please contact us at ncotech@usccb.org to assist you with connecting your previous grant history to your new e-mail address before starting the application.

[Back to Top](#)

15. Can I print a copy of my online application?

Yes, you can print a copy of the online application **prior to submission** by clicking on the “Printer Friendly Version” link located in the top right hand corner of each application page. If you would like to print the application after it has been submitted, you can log on to your account, click the application link, and print it from within your browser.

[Back to Top](#)

16. What if I have questions about an error message while I am filling out the application?

Please e-mail technical questions to ncotech@usccb.org.

[Back to Top](#)

FINANCIAL CONSIDERATIONS

17. What is the maximum dollar amount awarded for grants?

Currently the maximum grant request amount that will be considered by the Subcommittee on Catholic Home Missions is \$125,000.

[Back to Top](#)

SUBMITTING YOUR APPLICATION

18. When is the application due?

The completed application is due by April 1st each year.

[Back to Top](#)

19. Once I submit a proposal for a grant, how long will it take before I receive a response from the Subcommittee on Catholic Home Missions?

You will receive a system acknowledgment that your application has been received. Notification of grant decisions will be sent to applicants by mid-November.

[Back to Top](#)

20. Can I submit supporting documents, such as letters of recommendation, budgets, etc., after the noted deadline for application?

In exceptional situations, supporting documents can be submitted after the deadline. However prior approval should be obtained from the staff if there will be a significant delay in the submission of supporting documentation.

[Back to Top](#)

21. Where should I send supporting documents not attached to my online application?

The signature page, budget, and other supporting documents can be sent to:

USCCB Subcommittee on Catholic Home Missions
Office of National Collections
3211 4th Street NE
Washington, DC 20017 – 1194
USA

[Back to Top](#)

FOLLOWING UP

22. When will I receive a decision on my application?

You will be notified by mid-November.

[Back to Top](#)

23. When are funds available, once a grant has been awarded?

Grantees are paid on a semi-annual basis starting in January of the following year.

[Back to Top](#)

CONTACT

24. I have a question that is not answered here. Who can I contact?

Please e-mail your questions to homemissions@uscgb.org.

[Back to Top](#)