

Society of St. Vincent de Paul

Archdiocese of Galveston-Houston

Instructions for Council Direct Aid Funds Application

The purpose of this program is to diligently and efficiently administer the funds raised by Council to assist Conferences for direct services and to ensure that in this process, we are advancing our goal to increase the health and vibrancy of the Conferences and its members and our Strategic Goals. **NO APPLICATION IS ASSURED FUNDING. FUNDING WILL DEPEND ON DISCERNMENT, AVAILABLE FUNDS AND BEST ALTERNATIVE FOR AVAILABLE FUNDS.**

Criteria

The following criteria will be used to evaluate application:

1. Conference compliance is up to date, including full slate of leadership, monthly reporting, current conference assessment, CMG: Safe Haven training to fulfill the Safeguarding Policy with the Archdiocese, CMS and membership portal utilization.
2. The Conference is actively engaged in increasing the health and vibrancy of the conference through continuous recruitment efforts, District meeting attendance and member formation (including Leadership training, Ozanam Orientation, and getFED webinars).
3. When the Conference primarily serves zip codes that are deemed "at-risk" and/or "distressed" by the Underserved Communities Initiative, they are making efforts to become part of the program. Qualifications can be found on the Council website in the Vincentian Membership Portal or svdphouston.org/uci
4. A qualitative evaluation of:
 - a. The level of activity (# Home Visits and \$ distribution) of the Conference;
 - b. The Conference's needs;
 - c. The needs of the neighborhood;
 - d. The services by the Conference and the Conference's capabilities;
 - e. The needs of other neighborhoods.

Application Process: The decision body for these grant applications meet the 3rd Wednesday of the month.

All applications need to be approved by District President and submitted to "Council Staff" by the 1st Wednesday of the month.

By the 2nd Wednesday of the month, the grant application packet for review at the District President meeting will be sent to the District Presidents so they can have an opportunity to review prior to their meeting.

Conferences will be made aware of the decision for their grant application by the 3rd Friday of the month.

Applications received after the deadline will be included in the next month's grant process.

OUR OVERALL GOALS

1. Increase the health and vibrancy of the Conferences and its members
2. Increase the mission impact the Society has in the Archdiocese of Galveston-Houston

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Conference:

1. Complete the Council Direct Aid Funds Application; including the narrative why the funds are needed, how the Conference plan on using the funds and what the Conference is doing to increase the health and vibrancy of the Conference and its members;
2. Document if and how your Conference asked for assistance from other Conferences and/or Districts;
3. Provide current check book balance less outstanding pledges (net cash balance);
4. Sign and forward Direct Aid Funds Application to your District President.

District President:

1. Review for accuracy, completeness and worthiness;
2. If you support and they are in alignment with Strategic Goals, sign and forward to "Council Staff".

Council Staff:

1. Review and complete sections reserved for Staff to complete utilizing standardized reporting;
2. Follow-up with Conferences on any outstanding issues needed to process the grant application request.
3. Upload all documents to the District President team.
4. Send notification to the District Presidents by the 2nd Wednesday of month for them to have an opportunity to review applications prior to vote at their monthly District President meeting:
 - a. Copy of fully completed grant applications
 - b. YTD report on Conference activity
 - c. Aid Distribution Report

District President Committee:

1. Review grant applications in advance of meeting
2. Determine as a group via consensus which grants will be awarded and the dollar amount.
3. For those Conference that the grants were not awarded, their District President is to share with them the decision and provide recommendations for future grant applications.

Council Staff:

1. Inform Conferences awarded funds, the amount of grant and any restrictions.
2. Send Award Letter to the Conference President for execution.
3. Maintain and track all Awarded Conferences and ensure Grant Reports are received in a timely manner.
4. Provide updates to the District President Committee from Grant Follow-Up Reports.

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Follow-up Report

Conference:

1. Submit the Grant Follow-Up Report once funds have been exhausted to "Council Staff" **within 30 days of utilization** explaining how funds were used and impact in their community.

Strategic Goal Alignment: there is not an expectation that a conference is at 100% for all these items. Rather that the conference is making efforts to increase the health and vibrancy of their conference via their recruitment, formation participation, and engagement efforts.

- Membership Portal is current and complete: All active and associate members are included in the membership portal with the following data: email, birth year, ethnicity, and languages spoken.
- Number of Members: data will be from the membership portal.
- Number of New Members in past year: data will be pulled from the number of new applications approved within the past 12 months.
- % of members under 60 years of age: data will be from the membership portal.
- % of members Spanish speaking: data will be from the membership portal.
- % of District Meetings attended by Conference: this is the % of meetings that someone other than the president attended representing the conference.
- % of District Meetings attended by President: this is the % of meetings that the president attended.
- Full slate of leadership: this includes 4 officers and spiritual advisor, all of whom should be listed in the membership portal.
- % of Leadership that attended last leadership conference: session held annually that should be attended by all leadership.
- Conference Assessment: New or revitalized conference are to have a conference assessment 6-12 months after conference has opened/reopened after revitalization. All other conferences are to have one every 3 years.
- Utilizing CMS: Strategic goal is to have 100% of the conferences utilizing CMS by 12/31/25.
- Safeguarding Policy: All active and associate members are to complete safeguard training through CMG prior to volunteering and must complete the mandatory renewal training every 5 years thereafter. This is a condition of the Archdiocese of Galveston Houston for volunteer ministry members.
- Number of getFED webinars attended in past year: Hourly webinars held twice a month on various topics to support our strategic goals.
- % of Active members that have attended Ozanam Orientation: Active members are to have attended Ozanam Orientation within one year of joining a Conference.
- Underserved Communities Initiative (UCI) Qualified: Yes: Conference primarily served underserved communities and is making efforts to be part of the program; No: Conference primarily served underserved communities and has not demonstrated interest to participate in the program at this time; N/A: Conference does not primarily serve underserved communities.

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Council Direct Aid Funds Grant Follow-up Report

Conference/District:	
Conference President:	
Phone:	Email:
Grant Amount Received: \$	Date of Grant:
# of Neighbors Served with Grant funding:	
Summary Description of above Request:	
Quantitative & Qualitative Results of this Grant:	

 Signature of Conference President

 Date

 Signature of District President

 Date