



FOR OFFICE USE ONLY

2024 RICE BOWL GRANT APPLICATION

CRS Rice Bowl is sponsored by the Diocese of Des Moines in Iowa and Catholic Relief Services (CRS). This Lenten program is conducted in Catholic parishes throughout the entire diocese. Seventy-five percent of the funds received are used for international relief and development projects and 25 percent of funds received are distributed within the diocese for food programs and other relief efforts that address the root-cause of poverty.

Allocation to Food Programs: Please note that a significant portion of the local Rice Bowl funds, specifically 30 percent of the diocesan collection, is dedicated to supporting food programs.

Funding for Addressing Root Causes of Hunger: A smaller portion of the local Rice Bowl funds is set aside for initiatives that tackle the underlying causes of hunger. These are projects that go beyond direct feeding and include efforts like economic development, anti-hunger advocacy, and organizing.

Annual Grant Cycle: Grants are awarded on an annual basis, and receiving a grant does not imply future funding.

Criteria for Self-Assessment for Eligibility

1. **Focus on Food Programs:** Your organization is primarily focused on food-related programs, as a significant portion of the Rice Bowl funds is allocated to such initiatives.
2. **Addressing Root Causes of Hunger:** Your project is aimed at tackling the underlying causes of hunger, such as economic development or anti-hunger advocacy, to qualify for a portion of the funds.
3. **Tax-Exempt Status:** Your organization must have a 501(c)(3) status or operate under a fiscal agent with such status, like a Catholic parish or diocesan organization.
4. **Community Support:** Your initiative is predominantly supported by community resources, including churches, volunteers, and donations.
5. **Operational Area:** Your organization operates within the geographic boundaries of the Diocese of Des Moines in Iowa.
6. **Restrictions on Fund Usage:** Direct cash disbursements to clients are not allowed, and grants cannot be used for salaries or capital improvements.

7. **Project-Specific Funding:** Funds awarded are used specifically for the project outlined in your application.
8. **Catholic Parish Endorsement:** If applying as a Catholic parish or parish program, the application includes the endorsement of a pastor, pastoral facilitator, or parochial administrator.
9. **Alignment with Catholic Teachings:** Your organization does not engage in activities that contradict the moral and social teachings of the Catholic Church.
10. **Promotion of CRS Rice Bowl:** Your organization is committed to promoting the CRS Rice Bowl program through various communication channels like websites, social media, newsletters, and brochures.

PROCESS

1. Applications will be available on **April 1, 2024**
2. All applications must be received by **May 13 2024**
3. Notifications and grant agreements will be mailed to awardees on **May 27, 2024**
4. All Rice bowl checks awarded will be mailed on **June 24, 2024**

INSTRUCTIONS

1. The application must be typed legibly (the application is offered as a fillable form which can be easily completed on your computer). Please do not staple any part of the application.
2. Organizations must be incorporated as a non-profit 501 (c) 3. **Enclose a copy of your Iowa tax exemption letter. (Not necessary if part of a Catholic parish)**
3. Enclose a copy of your organization's Articles of Incorporation. **This is not necessary if your organization or fiscal agent is a Catholic parish or diocesan organization or if the documents are already on file.**
4. If you wish to include pertinent attachments to the application, these should **not exceed three sheets**; e.g. a news article regarding your group, letters of endorsements, etc.
5. All questions applicable to your project or program must be answered and projected revenue sources included to the best of your ability. **Grant applications with incomplete information will not be considered.**
6. **Grant may be requested up to \$2,000.**
7. The application is in a fillable document format which needs to be saved to your computer and either printed and mailed, or sent as an attachment in an email to us.

If you have questions or concerns about this application, please call John Huynh at (515) 237-5006 or e-mail jhuynh@dmdiocese.org

**DIOCESE OF DES MOINES IN IOWA RICE BOWL
GRANT APPLICATION**

Submission Deadline: MAY 13, 2024

*Rice Bowl grant applications emailed, hand-delivered or postmarked after this date
will not be considered.*

**MAIL TO:
CRS RICE BOWL GRANT
Catholic Charities of Diocese of Des Moines
601 Grand Avenue
Des Moines, IA 50309**

**EMAIL TO:
Jhuynh@dmdiocese.org
Subject: CRS Rice Bowl Grant**

Date: ____ / ____ / ____

AMOUNT OF GRANT REQUEST: \$ _____

*NAME OF ORGANIZATION or PARISH: _____

Name of Program or Project (if applicable) _____

ADDRESS _____

CITY _____ ZIP _____

CONTACT PERSON _____ DAYTIME PHONE (____) _____ - _____

MUST PROVIDE EMAIL ADDRESS: _____

PROGRAM DESCRIPTION: (1) what you are doing; (2) targeted population; (3) services you provide; (4) number of people served each year; (5) other helpful information.

***If possible, use only the space on this form. If needed, one additional page can be attached.
We will request additional information if needed.***

What was your program income, in DOLLARS (do not include in-kind donations) last year: \$ _____

How much of this was spent on **food**: \$ _____

What is your estimated annual value of “in-kind” contributions (**food**)? \$ _____

What is your present source of funding for **FOOD ONLY**? (Please be as specific as possible.)

	<u>Amount</u>	<u>Percentage of Food Income</u>
Federal:	\$ _____	_____ %
State:	\$ _____	_____ %
Grants: Rice Bowl	\$ _____	_____ %
Individuals:	\$ _____	_____ %
Other	\$ _____	_____ %

Describe “other” (e.g. Catholic Charities, DCJH):

Is the organization incorporated as a non-profit 501(c) 3? Yes No (Attach document)

Do you expect cutbacks of any sort in the next 12 months? Yes No If yes, please explain:

How will CRS Rice Bowl funds be used:

How will the CRS Rice Bowl program be highlighted, noted as a (co)funder of this project, or be made visible in the project’s process?

List two persons or organizations, independent of your program, which could give information regarding your efforts.

1. Name _____ 2. Name _____

Daytime Phone (____) _____ - _____ Daytime Phone (____) _____ - _____

SIGNATURE PAGE – REQUIRED

NAME (PLEASE PRINT) _____ TITLE _____

APPLICANT SIGNATURE _____ DATE ____ / ____ / ____

AUTHORIZATION	
Board President _____	_____
Date: _____ (Signature)	(Print Name)
OR	
Executive Director _____	_____
Date: _____ (Signature)	(Print Name)

***THIS SECTION IS FOR CATHOLIC PARISH PROGRAMS ONLY.** For applications made by a Catholic parish or parish program, the signature of a pastor, pastoral facilitator, or parochial administrator is required on the application indicating his/her knowledge and approval of the grant application.

PARISH: _____

PASTOR: _____

SIGNATURE: _____ DATE: _____

(End of Application)
Completed application must be received by MAY 13, 2024