

COOPERATIVE PARISH SHARING
ARCHDIOCESE OF HARTFORD
81 SALTONSTALL AVENUE
NEW HAVEN, CT 06513

INSTRUCTIONS TO APPLICANTS

I. Purpose

The purpose of Cooperative Parish Sharing (CPS) is to promote solidarity among parishes of the Archdiocese of Hartford. CPS does this by providing funding to foster development of sustainable social ministry projects, which allow low income parishes to address the needs of their parish communities. Parishes from across the Archdiocese voluntarily pledge an annual amount to CPS. Parish donations are the sole source of income to the program.

II. What does CPS Fund?

Each year Cooperative Parish Sharing awards grants to low income parishes for projects that benefit their communities. The types of grants provided include the following:

- Seed funding for new, time-limited projects with an emphasis on social ministry efforts. Examples of such projects may include, but are not limited to: youth ministry programs, adult leadership development, farm worker outreach, tutorial programs, youth summer camps, after-school and summer school tutorial programs, English as a Second Language (ESL), and prison ministry training.
- Special Catholic parochial school projects which go beyond normal budget items.
- A matching grant of the fee that is required in order to participate in HomeFront Day.
- Funding for parishes, singly or in collaboration, to develop social ministry programs, which strive to meet the needs of their communities.

Although grants are awarded to individual parishes, CPS strongly encourages collaborative initiatives among groups of eligible parishes and with other organizations, in order to meet needs that are beyond the ability of one parish to address. Examples of collaborative efforts might be religious education programs for persons with cognitive disabilities, or deanery-wide youth ministry programs in places with a high concentration of low income families. These organizations must be in compliance with Catholic social teaching.

When a parish applies to CPS to fund a direct service project it will be required to demonstrate that it is not duplicating an existing program, and that there is the possibility that the program will ultimately become self-sustaining.

To embody the full scope of Catholic social teaching, CPS gives priority to parish projects which move beyond direct service. CPS, therefore, encourages projects which address the other elements of social justice: empowerment, advocacy and justice education.

III. What is NOT Funded by CPS?

CPS is not able to provide funding for the following initiatives:

- Ongoing parish operating expenses, such as normal religious education expenses and parish upkeep.
- Capital expenses, such as computers, video or other equipment, musical instruments, building expenses, vehicles, or capital improvements to the parish or parish school.

- Projects that fall within the expertise of Catholic Charities, or the St. Vincent de Paul Society.
- Community organizing projects and/or projects with a focus on housing or economic development. Parishes seeking to develop projects focused on community organizing are encouraged to explore funding through the Catholic Campaign for Human Development rather than CPS. Likewise, parish projects with a focus on housing or economic development will be referred to the Catholic Campaign for Human Development.
- Programs that receive funds from the Archbishop's Annual Appeal, except in rare cases.

IV. Completing the Application Form

Please keep the following points in mind when completing the CPS Application Form.

- *Applications for HomeFront matching grants must be submitted by **November 15th**, for projects beginning in May of the following year. (Consult the timeline chart.) *No exceptions will be granted.**
- *Regular CPS Applications must be submitted by **December 1st**, for projects beginning in the following July. (Consult the timeline chart.) *No exceptions will be granted.**
- *All questions on the application must be answered, and a budget must be submitted. Only completed applications will be considered for funding. Incomplete applications will be returned with a request for additional information, and must be returned by the application deadline to receive a second review.*
- *Typed applications, using the official Application Form, are strongly encouraged. (An electronic version of the application form is available at the website, www.catholicsocialjustice.org. Click on the *Cooperative Parish Sharing* link under "Programs and Resources" on the home page.) Forms should be emailed to The Office for Catholic Social Justice Ministry at ocsjm@catholicsocialjustice.org, OR mailed to OCSJM, Attn: CPS, 81 Saltonstall Avenue, New Haven, CT 06513, OR faxed to (203) 776-3233.*
- *Applications must be reviewed and signed by the Pastor. (Applications received via email, with scanned signatures, will be accepted.)*
- *With the exception of HomeFront grants, on-site interviews will be conducted with each applying parish by members of the CPS Committee. Grant awards will be made following committee recommendations, and with diocesan approval. The maximum amount awarded to a single parish in a given year will not exceed \$15,000; this limit applies whether the parish submits one or multiple grant applications.*
- *Following grant approval, contracts will be issued to sponsoring parishes. Contracts must be signed and returned prior to the release of grant funding. A year-end evaluation / financial report will be due at the end of the grant year cycle, approximately 12 months following receipt of funding.*
- Please consult the attached *TIMELINE* for a summary of application steps and dates.

THANK YOU FOR YOUR COOPERATION!

CPS TIMELINE 2012-2013

Tasks	Date Due
Homefront applications due	November 15, 2011
Notification of Homefront awards	By December 31, 2011
All regular applications due	December 1, 2011
Notification of all other grant awards	April 15, 2012
HomeFront grant contracts due	April 15, 2012
HomeFront grant disbursements	May 1, 2012
Regular grant contracts due AND Year-end Evaluations and Financial Reports due for prior year funded projects	July 15, 2012
All other grant disbursements	July 15, 2012 and following (pending receipt of signed contract and year-end evaluations)

The Cooperative Parish Sharing program is guided by the Principles of Catholic Social Teaching:

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Modern Catholic social teaching has been articulated through a tradition of papal, conciliar, and episcopal documents. The depth and richness of this tradition can be understood best through a direct reading of these documents. In these brief reflections, we highlight several of the key themes that are at the heart of our Catholic social tradition.

Life and Dignity of the Human Person

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. In our society, human life is under direct attack from abortion and euthanasia. The value of human life is being threatened by cloning, embryonic stem cell research, and the use of the death penalty. The intentional targeting of civilians in war or terrorist attacks is always wrong. Catholic teaching also calls on us to work to avoid war. Nations must protect the right to life by finding increasingly effective ways to prevent conflicts and resolve them by peaceful means. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

Call to Family, Community, and Participation

The person is not only sacred but also social. How we organize our society—in economics and politics, in law and policy—directly affects human dignity and the capacity of individuals to grow in community. Marriage and the family are the central social institutions that must be supported and strengthened, not undermined. We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable.

Rights and Responsibilities

The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected and responsibilities are met. Therefore, every person has a fundamental right to life and a right to those things required for human decency. Corresponding to these rights are duties and responsibilities--to one another, to our families, and to the larger society.

Option for the Poor and Vulnerable

A basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

The Dignity of Work and the Rights of Workers

The economy must serve people, not the other way around. Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected--the right to productive work, to decent and fair wages, to the organization and joining of unions, to private property, and to economic initiative.

Solidarity

We are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers' and sisters' keepers, wherever they may be. Loving our neighbor has global dimensions in a shrinking world. At the core of the virtue of solidarity is the pursuit of justice and peace. Pope Paul VI taught that "if you want peace, work for justice."¹ The Gospel calls us to be peacemakers. Our love for all our sisters and brothers demands that we promote peace in a world surrounded by violence and conflict.

Care for God's Creation

We show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan, it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.