

**CRITERIA AND GUIDELINES
FOR LOCAL
CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT FUNDING
IN THE ARCHDIOCESE OF HARTFORD**

To be eligible for CCHD funds, a project must satisfy all of the following criteria and guidelines. However, due to limited financial resources, eligibility does not guarantee funding. Please carefully read the criteria, guidelines and explanations that follow. To determine if your project falls within the funding categories, please consult with CCHD staff prior to beginning your application.

A. Criteria

1. The project for which funding is requested must conform to the moral teachings of the Catholic Church. These teachings include, but are not limited to, respect for human life (such as its teachings regarding abortions, euthanasia, the death penalty) and respect for human dignity.
2. CCHD funds will not be granted to organizations that participate in or support coalitions or associations that raise money for activities opposed to Catholic moral teaching.
3. Projects must demonstrate a change from traditional approaches to poverty by attacking the basic causes of poverty and/or by effecting institutional change. CCHD defines institutional change as:
 - a. Modification of existing laws and/or policies;
 - b. Establishment of alternative structures and/or redistribution of decision-making powers.
4. The project's efforts must benefit the poor and/or powerless. At least fifty percent (50%) of those benefiting from the organization's efforts must be from the low-income community.
5. Members of the low-income group must have the dominant voice in the organization. At least 50% of those who plan, implement and make policy, hire and fire staff (e.g., the Board of Directors or the project board) should be persons who are involuntarily low-income (Clergy, VISTA volunteers, students, etc. are considered by CCHD to be voluntarily poor.) For organizations that do not presently meet this criterion, applicants must document the following in the proposal narrative:
 - a. Why members of the low-income group do not have the dominant role in planning, implementing, policy-making and hiring/firing of staff at the present time;
 - b. What time schedule is planned for the low-income group to assume leadership and control of the organization;
 - c. How members of the low-income group were involved in determining their need for the organization's activities and/or programs.

6. Projects must be fully non-partisan when engaging in political activities. Projects whose primary focus is partisan political activity are not eligible.
7. Project funds are to be managed and dispersed directly by the organization applying, not allocated to other organizations.
8. Projects should meet unfulfilled needs.
9. Funding request should be in the \$5,000 to \$15,000 range, which is the typical grant range. Organizations are encouraged to apply for full funding relative to the project's budget.
10. Funding for specific projects will be limited to 6 successive years. Applicant organizations may apply for more than one project per year and organizations for which projects have been funded for 6 years may request funds for a new project.
11. The organization applying must qualify as a tax exempt entity as evidenced by providing IRS 501 (c)(3) certification, or operate under a fiscal agent that has a 501(c)(3) number while the organization has a 501 (c)(3) application in process.

B. Guidelines

1. The organization's efforts should directly benefit a relatively large number of people rather than a few individuals.
2. The organization should generate cooperation among and within diverse groups in the interest of a more integrated and mutually understanding society.
3. Groups receiving substantial sums from other project funding agencies should document the need for additional funding from CCHD.

C. Projects Not Meeting CCHD Criteria and/or Guidelines

1. Projects whose primary focus is direct service (e.g., day-care centers, recreation programs, community centers, scholarships, subsidies, counseling programs, referral services, cultural enrichment programs, direct clinical services, emergency shelters and other services, refugee resettlement programs, etc.)
2. Advocacy efforts where only staff, a few individuals, or middle to upper-income people are speaking for a particular low-income constituency without the direct involvement and leadership of low-income individuals.
3. Organizations controlled by government (federal, state, local) or educational bodies.
4. Projects that consist solely of research projects, surveys, planning and feasibility studies, etc.
5. For-profit businesses.