

THE LOYOLA FOUNDATION, INC. Application Guidelines and Suggestions

The Loyola Foundation was founded to assist overseas Roman Catholic mission projects, primarily in third-world countries. Requests must be capital in nature and priority is given to requests which will be self-sustaining upon completion and which demonstrate self-help and local support. Special consideration is given to requests that have matching contributions. The Foundation gives preference to requests that, if funded, would complete a project.

Requests are initiated by letter, outlining the project. **ALL REQUESTS MUST BE IN ENGLISH.**

If the initial request meets the Foundation guidelines, an application form will be sent. The Foundation application form must be completely filled out. The following should be submitted with the application:

- 1). The written approval of the local diocesan ordinary, in the diocese where the project is located, with his raised imprint seal affixed.
- 2). A short description of the economic and geographic conditions of the area, and a small map showing the location of the project.
- 3). For a construction or renovation project, a blueprint and professional cost estimate, prepared by a local contractor, needs to be supplied, as well as photographs of the current status of the project.
- 4). For the purchase of equipment or a vehicle, a *pro forma* statement quoting the cost of the vehicle or equipment, prepared by a local dealership and listing the tax costs separately from the base price of the requested item.
- 5). For a matching grant, information on where the match will be sought and how it will be obtained.

Completed applications are considered by the Trustees of the Loyola Foundation, in June and December of each year. Completed application must be received by either April 30th or October 31st to be considered at those meetings. Due to the high volume of applications, those received towards the end of April or the end of October may not be considered for the respective funding cycle. These requests will be forwarded to the next funding cycle. If the application is a matching grant type, documentation regarding sources of matching support (letters of intent, cancelled check copies, bank statements, etc.) must be submitted with the application. If such a grant is approved, payment will not be made until this documentation is received by the Foundation.

The average grant made by the Foundation is \$10,000. For requests for projects whose cost is in excess of US\$50,000, applications cannot be accepted until at least 75% of the funds needed for the total project have been secured from other sources.

Because of the large number of requests received by the Foundation, it is recommended that an applicant submit applications to other organizations at the same time. It is important that all organizations, to which applications for the same project have been submitted, be advised when one of the other organizations makes a grant. Please list these requests when applying to the Loyola Foundation. Please note that only one request in a diocesan area is accepted for consideration in any given year.

The Foundation does not accept requests for operating expenses, scholarships, tuitions, endowment funds, travel or meeting costs. The Foundation does not make grants for continuing subsidies, emergency needs, minor seminaries or individuals. Correspondence and applications should be sent to:

The Loyola Foundation
10335 Democracy Lane Suite 202
Fairfax, VA 22030.



THE LOYOLA FOUNDATION

est. 1957

APPLICATION FORM

REQUEST NUMBER: _____

A. NAME AND ADDRESS of tax exempt organization
submitting application

B. CONTACT PERSON AND TITLE

Name: _____

Email: _____

on behalf of: _____

C. NAME AND ADDRESS of Ordinary of project's Diocese:
(approval letter, with affixed seal, must be attached)

1. FINANCIAL REQUEST

Amount requested in U.S. funds: \$ _____ and local currency: _____

Diocesan Bank account name and number: _____ SWIFT CODE: _____

2. PURPOSE FOR REQUEST

Specific Purpose for which funds are being sought (vehicle, construction, etc.):

3. INTRODUCTION

Give brief description of the organization seeking funds (attach additional material if necessary):

4. REGIONAL SUMMARY

Give brief outline of economic and geographic condition of area. Include a map of project's location.

5. PROBLEMS & OBJECTIVES

Briefly (A) describe the basic problem or need and (B) identify what you want to accomplish.

6. TIMING

What is the current status of the project... how long will it take to finish ... are there later stages?

7. COST & FINANCING

(Vehicle applications omit this section and complete section 8.) What is total cost of project? Give a breakdown of the costs. What funds have already been obtained? List sources and amounts, include other foundations. How much has been raised locally or from your own constituency? How will the balance be raised? When will project become self-supporting?

8. VEHICLE APPLICATION

List the number of vehicles in use in the project. List the number of religious using these vehicles. List the type of vehicles, date of purchase and where funds secured for purchase. (Attach a pro forma statement from a local dealership quoting the cost of the vehicle desired):

Reference Number _____

Grant Amount _____

Tax legislation in the United States imposes restrictions upon the activities and grants of private foundations such as the Loyola Foundation. These restrictions are strictly enforced and noncompliance with these tax laws could result in the negation of the grant. Please acknowledge your acceptance of these terms and conditions by signing below and returning an executed copy to the Foundation. The second copy is for your files.

A provision of this legislation requires grants such as the one you have received, to be subject to a written agreement between you and the Foundation, thereby establishing certain limitations of the use of the grant funds. To comply with these standards, you are required to make the following agreement and to certify, with regard to this grant you have received, the following.

1. The agency/organization that is receiving this grant is a non-profit, charitable institution.
2. The grant that has been received is to be used exclusively for the purpose stated in the letter of request or application form. Grant funds must be used within one year of receipt. Any part of the grant funds not used within the specified time must be returned to the Foundation.
3. As a recipient of a grant, I am responsible for keeping a separate account of the grant and will make these records available, if requested by the Foundation.
4. As a recipient of a grant, I am responsible for submitting to the Loyola Foundation a progress report on my project within six months from the date of receipt of the funds and, if applicable, again in one year, stating the manner in which the funds have been spent. For vehicle and equipment grants, the report must include a copy of the purchase invoice. For other types of grants, reports on the progress and expenditures should be submitted.

“I have read the conditions for the grant and accept them and agree to abide by them”.

Signed by: _____

Date _____

For (Name of Organization) _____

Reference Number _____

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