

THE LOYOLA FOUNDATION, INC. Application Guidelines and Suggestions

The Loyola Foundation was founded to provide assistance to overseas Roman Catholic mission projects, primarily in developing countries. Requests must be capital in nature and self-sustaining upon completion. The Loyola Foundation gives preference to requests which demonstrate self-help and local support. Special consideration is given to requests that have acquired matching contributions. The Foundation gives preference to requests that, if funded, would complete a project. Requests may be submitted by mail or fax.

If the request meets the Foundation guidelines, a hard copy application form will be sent by mail. Applicants may also email their request to info@loyolafoundation.org or visit our website at www.loyolafoundation.org and download an application form. In order to assist us with processing your request, please submit all correspondence in English.

Applicants must complete one of The Loyola Foundation application forms. The following should be submitted with the application:

- 1). The written approval of the local Arch/Diocesan Ordinary (Cardinal, Archbishop, or Bishop), in the diocese where the project is located, with his raised imprint seal affixed. This letter must specify that the ordinary has reviewed and approved the specific project. This letter must be the original signed letter. A copy of the ordinary's letter does not satisfy this requirement.
- 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 *pro forma invoices* for required materials and photographs of the current status of the project.
- 4). *Pro forma invoices* quoting the cost of a vehicle, equipment, or construction materials, These should be prepared by a local dealership and list the tax and/or shipping costs separately from the base price of the requested items.
- 5). For a matching grant, information on where the match will be sought and how it will be obtained. If such a grant is approved, payment will not be made until the matching grant has been approved and the approval documentation is received by the Foundation.

Completed applications are considered by the Trustees of the Loyola Foundation at their regularly scheduled meetings, usually in June and December of a given year. Completed application must be received by either March 31st or September 30th to be considered at those meetings. Due to the high volume of submissions, those received towards the end of March or the end of September may not be considered for the respective funding cycle. These requests would 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 completion 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. In all cases, applications are held for a period of one year only from time of submission. Individual grant recipients will need to wait a minimum of three years before reapplying to the Loyola Foundation.

The Foundation does not accept requests for operating expenses, scholarships, tuitions, endowment funds, travel, and 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, Inc.
10335 Democracy Lane, Suite 202
Fairfax, VA 22030
Tel: (571) 435-9401
Fax: (571) 435-9402