

# TABOR FUND GRANT PROGRAM GUIDELINES

## History

The Tabor Fund Grant Program was established to continue the mission of Tabor House Consultation Center and to be a resource to assist in serving the spiritual, physical, emotional and intellectual needs of the employees, religious and laity involved in pastoral ministry in the Diocese of Cleveland.

The Committee judges applications based on the ways in which it aids the minister(s) in refocusing, refreshing and re-energizing their spirituality, faith, mind and/or physical well-being, fostering personal development and improving their ministry.

Monies are made available based on the Catholic Community Foundation's spending policy for endowed funds.

## Eligibility

1. Tabor grants are available to any bona fide employees (paid or volunteer), lay, and religious who work in any recognized ministry within the Catholic Diocese of Cleveland; this includes parishes, religious orders, recognized ministries and offices of the Diocese. While clergy cannot receive individual awards, they may participate in Tabor Grant Award initiatives.
2. All materials, retreats, and events must be developed and conducted by a recognized Catholic entity or group of entities consistent with the moral and social teaching of the Catholic Church.
3. Applicants may make multiple requests, however first time and individual requests will receive priority in funding.
4. Individuals with access to continuing education funds by virtue of employment or appointment are not eligible for Tabor Fund Grants.

## Types of Grants

1. **Education and Formation:** Seminars, conferences and other educational experiences will be considered on a case-by-case basis. Applicants must clearly demonstrate how the conference will be used for ministry renewal. For example: a conference to combat compassion fatigue is a good fit for a Tabor Fund Grant.
2. **Sabbaticals:** For the support of individual ministers in an opportunity for respite. The period of the sabbatical must be more than 30 days.
3. **Retreats:** Organized retreats led by others, or development of staff retreats. The period of the retreat must be 30 days or less.

## The Following Types of Requests Will Not Be Considered

1. Grant awards cannot be used to complete an educational class, course, curriculum or any requirement for certification/graduation or professional development.
2. Reimbursement for past sessions.
3. Hosting fundraisers.
4. Multi-year or renewable support. Grants are awarded for one-time support only.

### **Additional Details**

1. All pages of the application must be completed. Incomplete applications will not be eligible for consideration.
2. Applications must be signed by the pastor, principal or director of the organization for which the applicant works or volunteers.
3. The maximum amount for any grant award is \$1500.00
4. Any unexpended grant funds must be returned to the Tabor Fund.
5. Grantees must provide a project summary report within 30 days of using the Grant Funds Project Report. New applications will only be considered once any outstanding Grant Funds Project Reports have been received.
6. Sharing of educational materials with Diocesan colleagues and fellow parishioners is encouraged.

### **Collaborations**

The Tabor Committee strongly encourages collaborative initiatives between retreat and wellness centers that bring together clergy, religious and lay ministers by providing geographic and chronological opportunities to partake in enrichment programs. Such initiatives must include letters from the heads of all collaborating parties committing to the initiative. All collaborators should consider submitting separate Tabor applications, potentially increasing the amount of overall Tabor financial support. Collaborative applications will receive priority consideration.

### **Grant Application Deadlines**

Cycle A	March 15	Funding decisions will be made in late April
Cycle B	September 15	Funding decisions will be made in late October

\*If the deadline falls on a weekend, you have until the following Monday to submit your application.

### **To Apply**

E-mail your completed application form to Jessica DiSalvatore at [jdisalvatore@catholiccommunity.org](mailto:jdisalvatore@catholiccommunity.org)

Or mail to: The Catholic Community Foundation  
Attn: Jessica DiSalvatore  
1404 E. Ninth Street, 8<sup>th</sup> Floor  
Cleveland, OH 44114

### **Questions?**

Contact Jessica DiSalvatore at [jdisalvatore@catholiccommunity.org](mailto:jdisalvatore@catholiccommunity.org) or (216) 696.6525 x40780

# TABOR FUNDS GRANT APPLICATION FORM

APPLICANT NAME _____
HOME ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
PHONE _____ EMAIL _____
PARISH/ORGANIZATION _____
AFFILIATION/POSITION _____ MINISTRY _____
IF AWARDED, CHECK SHOULD BE MADE PAYABLE AND SENT TO:
ORGANIZATION OR NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
TYPE:      ___ EDUCATION/FORMATION      ___ SABBATICAL      ___ RETREAT

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Amount requested: \_\_\_\_\_

Session title: \_\_\_\_\_

Session date and location: \_\_\_\_\_

Session format (i.e. seminar): \_\_\_\_\_

Anticipated number of attendees: \_\_\_\_\_

Names of presenters or facilitators: \_\_\_\_\_

Identify collaborators, if any: \_\_\_\_\_

*Please briefly describe the session topics, objectives, and target populations, and explain how this will promote your growth and well-being. You may write on a separate page if necessary or include an official program flier or description.*

*By signing below, I certify the applicant listed above is a bona fide employee (paid or volunteer), lay or religious and works in a recognized ministry actively serving the Catholic Diocese of Cleveland.*

\_\_\_\_\_  
Pastor, Superior, Director, Principal (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# BUDGET FORM

List expenses and revenue in the following categories. This BUDGET FORM must be accompanied by the BUDGET NARRATIVE (page 5) which provides an explanation for each item listed.

## A. EXPENSES

### 1. Personnel Expenses

- |    |                      |          |
|----|----------------------|----------|
| a. | Consultants/Speakers | \$ _____ |
| b. | Stipends             | \$ _____ |
| c. | Other                | \$ _____ |

<b>Total Personnel Expenses</b>	\$ _____
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### 2. Non-Personnel Expenses

- |    |                                       |          |
|----|---------------------------------------|----------|
| a. | Rental Costs                          | \$ _____ |
| b. | Conference Support                    | \$ _____ |
| c. | Food                                  | \$ _____ |
| d. | Supplies                              | \$ _____ |
| e. | Mileage (\$0.54 beyond 25 mi. radius) | \$ _____ |
| f. | Travel                                | \$ _____ |
| g. | Registration Fees                     | \$ _____ |
| h. | Living Expenses                       | \$ _____ |
| i. | Books/Subscriptions                   | \$ _____ |
| j. | Copying Fees                          | \$ _____ |
| k. | Total Event Fee (per person)          | \$ _____ |
| l. | Other                                 | \$ _____ |

<b>Total Non-Personnel Expenses</b>	\$ _____
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<b>TOTAL EXPENSES</b>	\$ _____
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## B. REVENUE

- |    |                            |          |
|----|----------------------------|----------|
| a. | Tabor Funds                | \$ _____ |
| b. | Registration Fees          | \$ _____ |
| c. | Personal Contribution      | \$ _____ |
| d. | Parish Contribution        | \$ _____ |
| e. | Congregation Contribution* | \$ _____ |
| f. | Other _____                | \$ _____ |
| g. | Other _____                | \$ _____ |

<b>TOTAL REVENUE</b>	\$ _____
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\* The Tabor Fund Grant Award Committee acknowledges monies might be available from applicant's respective communities. Please indicate this amount on both the Budget form and Budget Narrative.

## BUDGET NARRATIVE

Please provide a detailed explanation of every budget line-item requested on the BUDGET FORM (page 4). Use additional pages if necessary.

LINE ITEM	EXPLANATION
<b>PERSONNEL EXPENSES</b>	
Consultants/Speakers	
Stipends	
Other	
<b>NON-PERSONAL EXPENSES</b>	
Rental Costs	
Conference Support	
Food	
Supplies	
Mileage	
Travel	
Registration Fees	
Living Expenses	
Books/Subscriptions	
Copying Fees	
Total Event Fee (per person)	
Other	
<b>REVENUE</b>	
Tabor Funds	
Registration Fees	
Personal Contribution	
Parish Contribution	
Congregation Contribution*	
Other	
Other	

*\* The Tabor Fund Grant Award Committee acknowledges monies might be available from applicant's respective communities. Please indicate this amount on both the Budget form and Budget Narrative.*