

**Rooted in Faith – Forward in Hope Grant 2025**  
***Expanding the Educational Landscape with Innovation***

**Grant Application – Cover Sheet**

*(Please save this form to your desktop, complete and return via email to:*

*Tracy Udrija-Peters at:*

*tpeters@dioceseofcleveland.org*

**Name of Applicant** \_\_\_\_\_

**Title** \_\_\_\_\_

**School Name** \_\_\_\_\_

**School Address** \_\_\_\_\_

**City** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**School Phone** \_\_\_\_\_ **Applicant extension** \_\_\_\_\_

**Applicant email** \_\_\_\_\_

**Contact Person if different from Applicant** \_\_\_\_\_

**Phone number/extension of Contact Person** \_\_\_\_\_

**Federal Tax ID** \_\_\_\_\_

**Tax Status** \_\_\_\_\_

**Principal Signature of Approval** \_\_\_\_\_

**Pastor/President Signature of Approval** \_\_\_\_\_

**Project/Program Amount Being Requested (in whole numbers)** \_\_\_\_\_

**Maximum Request \$15,000**

**Category of Grant:**

**Please check one:**

**Technology**

☐

**Facility/Environment Enhancements**

☐

**Educational Enrichment and Curriculum**

☐

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These questions are meant to help you think through writing your grant. The information you provide should include why you want the grant and the way in which it will further your mission and better the learning environment for your students. Keep in mind that the committee reading your grant will need to understand the context within which the grant money will be used and other funding streams if they are available to you. It is our intent to fund as many grants as possible.

**Suggested Criteria to Assist in Writing a Technology Grant\***

**\*If this grant is for educational software/hardware that would enhance curriculum, please go to the criteria for Educational Enrichment and Curriculum.**

1. How will this grant further your school's technology plan? Please attach your plan with a statement of the current status in its implementation.
2. How will the proposed technology enhancement further your mission?
3. Please explain why you are seeking this grant and what other funding streams you may have: auxiliary service funds, foundations, donors, etc.
4. Please give an example of how you have implemented information technology programs in the past successfully.
5. Who manages your information technology, and to whom does this individual report?
6. Does your project budget include detailed line items for hardware and software costs and updates?
7. How will your staff be trained to use this technology in order to implement it?
8. If successful with this grant, how do you plan to sustain it in the future?

**Suggested Criteria to Assist in Writing a Facility  
and Environment Enhancement Grant**

1. How will this facility/environment enhancement support your mission?
2. Has a separate fund been established for improvements to the school?
3. Explain what property/space has been identified and secured for the improvement.

4. Explain how the improvement is a matter of growth, safety and/or “greening of the space.”
5. Have any specifications been considered and bids been solicited?
6. Has the project received approval from the city if needed?
7. Have all necessary permits/zoning variances been obtained?
8. Has the school/parish been considering this project but did not have the funds?
9. If successful with this grant, how do you plan to sustain it in the future?
10. Please plan to include before and after photographs when submitting your final report.

**Suggested Criteria to Assist in Writing an  
Educational Enrichment and Curriculum Grant**

1. How will this area of enrichment/curriculum support your mission and OCSAA goal for student improvement?
2. Are the software and other materials you are seeking compatible with your current technology? What new technology equipment will you need?
3. Does your grant complement and/or supplement the current diocesan-approved curriculum? What area(s)?
4. If this grant request is a response to the need to improve test scores in basic subject areas, what improvement goal do you seek?
5. What teacher training and ongoing support for the new instructional materials have you included?
6. Is this a grant that needs sustaining over several years in order to be effective, if yes, then what is your plan to sustain it?
7. Has the school been considering this project but did not have the funds?

## *Expanding the Educational Landscape with Innovation – **Project Explanation***

### **Project/Program Title**

***Please briefly describe your project/program in 10 words or less.*** You will have an opportunity to fully describe your project below. Examples: Providing increased access to the Internet in the classroom; Enhancing the learning of science through supplemental programs; Creating an environment for artistic development; Creating a sacred prayer space for students; Modifying antiquated bathrooms, water fountains or other facilities.

**Project Name:** \_\_\_\_\_

**Project/Program Start Date:** \_\_\_\_\_

**Project/Program End Date:** \_\_\_\_\_

**Project Description** (See criteria for each area funded by this grant program for assistance in writing your description.)

**Explain the project/program to be funded by this request.**

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**How will this advance your mission?**

**How does it support the accomplishment of an OCSAA Goal, which one? (Optional)**

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**What are your goal(s) and objectives for this project? Please be specific and concise.**

**How will you know that you have met your goal(s) and objective(s)? What activities will ensure success?**

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**When the project/program is completed, what do you hope will have been accomplished?**

**If a program, do you anticipate it to be ongoing, and if so, what provisions will you make to ensure its success?**

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**Does your project/program budget include a request for continued funding of the program; what other funding sources will supplement the grant?**

**How will you measure success of the program/project?**



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Number of persons served by the program/project \_\_\_\_\_

**Project Budget**

What is the total cost of the program/project? Whole numbers only \_\_\_\_\_

Have you received RIF funds in the past?      YES                      NO

If so, have you submitted all required year end project reports?

**Attach any additional pictures or other support documentation, which would aide the review committees in evaluating your request.**

**For example: A funding request to remodel a bathroom or damaged flooring could include pictures highlighting the condition of the room.**

# **DO NOT RETURN THIS SHEET**

## **IMPORTANT!**

*Before returning your grant proposal, please refer to the Rubric (separate sheet) To ensure that you have provided the information needed to the Advisory Group approving the grants.*

Please email ([tpeters@dioceseofcleveland.org](mailto:tpeters@dioceseofcleveland.org))  
the completed application to:  
**Tracy Udrija-Peters**  
Office of Catholic Education  
1404 East Ninth Street, Cleveland, OH 44114

**Grant Applications for Round Fifteen of *Expanding the Educational Landscape* are due:**

***Friday, October 31, 2025***

**Grants for Round Fifteen will be decided by the end of  
January 2026**

**Grant Awards will be presented  
February or March of 2026**

Expanding the Educational Landscape  
Budget Information

<b>PARISH/SCHOOL FINANCIAL INFORMATION</b>	
Organization's Budgeted Expenses for Current Year <i>(give fiscal year end mm/dd/yy)</i>	
Endowment Size <i>(market value as of fiscal year mm/dd/yy)</i>	
Organization's Major Funding Sources	
<b>ORGANIZATION'S AFFILIATION</b>	
<input type="checkbox"/> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block; margin: 0 10px;"></div> Parish	<input type="checkbox"/> School

<b>SUMMARY REQUESTED DATA</b>	
Program/Project Title	
Total Budget for this Program/Project (summarized budget costs below.)	
— Equipment (Including Computers and Wiring)	
— Contractual, (Construction, Installation)	
— Workshop, Professional Development	
— Materials (Software)	
— Other Specify	
Anticipated Project Start Date	
Community served by this Program/Project	
Total Number of people to be served during grant period	
<b>TYPE OF REQUEST</b> (Please circle all that apply)	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div><input type="checkbox"/> Technology</div> <div><input type="checkbox"/> Facility</div> <div><input type="checkbox"/> Educational Enrichment</div> </div>	
<b>SIGNATURES</b> (both are required unless otherwise specified by funder)	
Signature of Pastor/Administrator	
Prepared by:	

## Rooted in Faith (RIF)– Forward in Hope Grants Program Grant Year 2025 Final Report

### Secretariat for Education

The Secretariat for Education expects a final report detailing the progress and activities you were able to accomplish because of your grant.

*This report should be sent by email within **90 days** of the end date of your project along with a detailed accounting of the funds spent to:*

**Tracy L. Udrija-Peters, M.M., M.B.A.**

Catholic Diocese of Cleveland

Phone: 216-696-6525 ext. 1022

Fax: 216-579-9655

[tpeters@dioceseofcleveland.org](mailto:tpeters@dioceseofcleveland.org)

**Name of parish/school/entity:** \_\_\_\_\_

**Date grant was awarded:** \_\_\_\_\_

**Name of specific project/program:** \_\_\_\_\_

**Area in which grant was awarded:** \_\_\_\_\_

**Amount received:** \_\_\_\_\_

**Completing report: Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date submitting report:** \_\_\_\_\_

## **Rooted in Faith (RIF)– Forward in Hope Grants Program Grant Year 2025 Final Report**

**Objective(s) your organization set out to achieve:**

**Outcome(s) achieved:**

## Rooted in Faith (RIF)– Forward in Hope Grants Program Grant Year 2025 Final Report

**Factors contributing to the success of the program:**

**Program Plans for the Future:**

**Financial Report on Program:**

*Please attach a detailed project budget showing how the Rooted in Faith – Forward in Hope Grant funds were used. It is understood that you will return any unused funds with this report.*