

# 2025 Living the Faith Grant Cycle



THE **CATHOLIC**  
COMMUNITY FOUNDATION

# Today's Presenters

## Maya Reyes

*Grants Program Manger*  
The Catholic Community  
Foundation



## Andrew Brown

*Associate Director of  
Pastoral Planning &  
Implementation*  
Diocese of San Jose



# Agenda

1. DSJ Pastoral Plan
2. Changes
3. Highlights
4. Total Available in 2025
5. Grant Category Descriptions
6. Online Application
7. Dates & Deadlines
8. Grant Requirements
9. Final Report
10. Questions

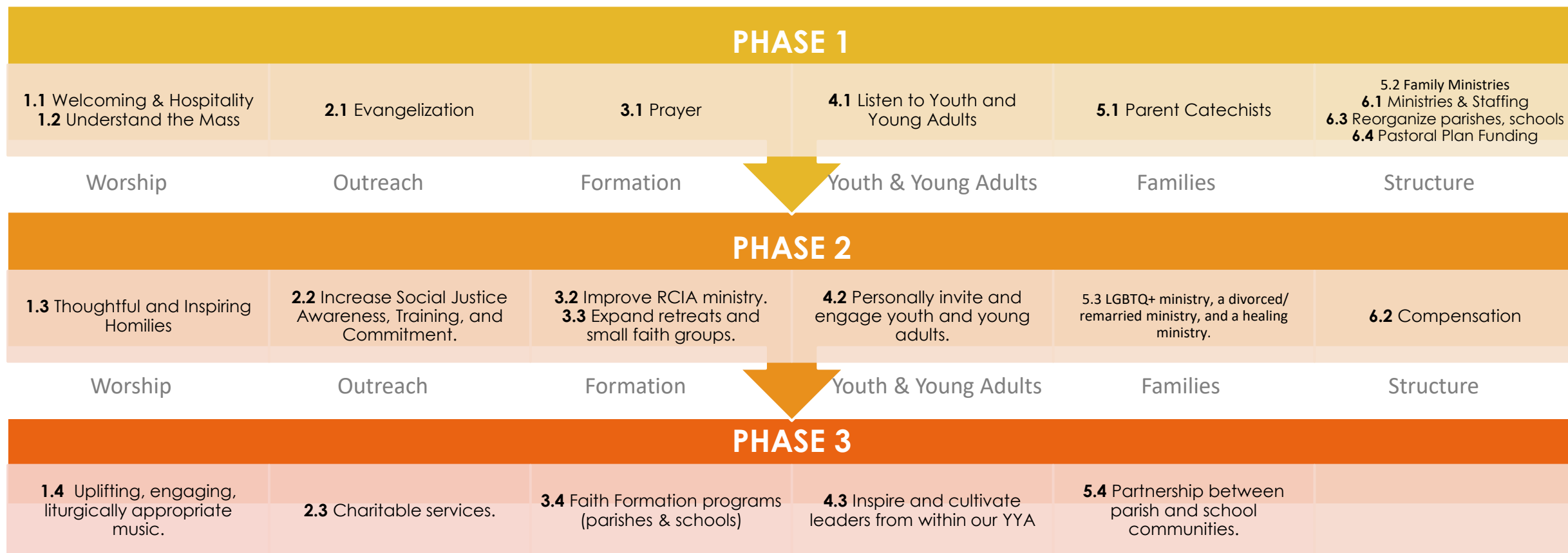
# DSJ Pastoral Plan

Andrew Brown

*Associate Director of Pastoral Planning & Implementation*

Diocese of San Jose

# Implementation Timeline



# Living the Faith Grant Cycle

Maya Reyes

*Grants Program Manager*

The Catholic Community Foundation

# Changes

Replaces what was previously known as the Spring Grant Cycle

Goals for this new process:

- Simplifying the application process
- Aligning our grant categories with the Pastoral Plan
- Greater impact through collaborative programs and focusing on parishes with more financial need

Implement these changes in close partnership with the Diocese of San José

# Highlights

- **One Application per Parish**

- Information for all five categories will be included in a single application
- Multiple individuals may add to/edit the application, but only the pastor will be able to submit the application for his parish

- **New Category Definitions**

- Align with the Pastoral Plan of the Diocese



# Highlights

- **Emphasis on Collaboration**

- Room in the application to describe the partnership and potentially be awarded additional funding for collaborative programs

- **No Parish Outreach Application**

- Funding programs like Saint Vincent de Paul, food distribution, rental assistance, health fairs, etc. no longer requires an application
- Grant amounts are predetermined, and a separate grant check and letter will be mailed to parishes

# Total Available in 2025



For All Parishes



In All 5 Categories



\$189,000

# Categories



**Purpose:** Enriching parish worship through music

**Examples:**

- Workshops for choirs and musicians
- Updating music books and equipment
- Training for cantors
- Resources for adult and children's choirs

**Music**

**Purpose:** Provide tools, guidance, and resources to help families thrive spiritually and emotionally

**Examples:**

- “Holy Family Camp” retreat
- Speakers on the topics of family life and the domestic Church
- Resources/initiatives to help families learn how to pray together
- “Reclaim” resources for sexual health
- Natural family planning resources

**Family Ministry**  
*Parents & Support*

**Purpose:** Invigorate the formation of missionary disciples

**Examples:**

- RCIA ministry and training
- Single or multi-parish retreats for parishioners
- Small faith groups
- Faith formation programs including sacramental preparation
- Teaching prayer toolkit



## Formation

*Prayer, Initiation, Spiritual Growth, & Education*

**Purpose:** Foster a welcoming worship environment and increasing the understanding and appreciation for the Mass

**Examples:**

- “Understanding the Mass” toolkit
- Talks or workshops to increase understanding of the Catholic Mass
- Trainings on how to make people feel welcome when they come to Mass
- Resources for worship spaces
- Prayer books

**Worship**  
*Welcoming & Eucharist*

**Purpose:** Focus on the needs of youth (ages 11-18) and young adults (ages 18-35)

**Examples:**

- Retreats (single or multi-parish)
- Conferences
- Service opportunities
- Social activities and pilgrimages
- Faith formation programs
- Leadership programs for young adult ministers



**Youth and Young Adults**  
*Engagement & Training*



# Grant Application

# Planning Ahead

## Coordination is key

- Consult with your Pastor or Pastoral Plan Implementation Lead as the main point of contact
- More than one person working on the same application
- Work from an existing application if one has already been created

## Only the pastor has the ability to submit the application once it is completed

- Every pastor has web portal access and a password to log in
- Friday, March 14, 5:00pm is the deadline

# Instructions

- Parishes may only submit ONE application
  - The application covers 5 areas of work
  - Parishes are encouraged to apply in all 5 areas but are not required to
  - An application in at least 1 category is required to be considered for a grant
- We do not grant funds for staff salaries; we can grant to short-term (<12 months) contract-based stipends
- Fields highlighted in red and marked by an asterisk are required
- Please provide **at least five** complete sentences in response to each question

# Online Portal

[cfoscc.spectrumportal.net](https://cfoscc.spectrumportal.net)

- New parish staff/volunteers should register for their own online profile
- Every grant applicant will have access to create a new application or edit an existing one for their parish
- Only pastors will have the additional role of being able to submit an application
  - Both the application and the Final Report must be submitted online by the deadlines



My Org Fund ▾ Grant Applicant ▾ Organization Admin ▾ Application Admin ▾

- Home
- My Saved Applications
- Available Applications
- My Awards
- References
- Grant History

Welcome **CCF Grant Admin** of Our Lady Star of the Sea Parish

## Saved Grant Applications

Depending on your access level, you may be able to select "Show All" in the Search Criteria dropdown to show you all the saved applications that anyone at your organization has created.

Search Criteria

Sort

**2025 Living the Faith Grant Application**

CREATED 2/21/2025

Applicant Ms. Olga Mercado  
Stage MAIN

# Editing an Existing Application



My Org Fund ▾

Grant Applicant ▾

Organization Admin ▾

Application Admin ▾

My Account

Sign Out

Home

My Saved Applications

Available Applications

My Awards

References

Grant History



Welcome **CCF Grant Admin** of The Catholic Community Foundation

## Welcome to Your Organization's Fund



# Starting a New Application

# Grants



This page lists all the individual grants we have available. If the grant is currently accepting applications online you will be able to click on the grant name to open an application.

**Search Grants**

 A search input field with the placeholder text "Search text" and a magnifying glass icon to its right.

## 2025 Living the Faith Grant Application

Through 3/14/25 5:00 PM (PT)

This application covers the following Pastoral Plan areas of work and sub-categories:

- Family Ministry - Parents & Support
- Formation - Prayer, Initiation, Spiritual Growth, & Education
- Music
- Worship - Welcoming & Eucharist
- Youth and Young Adults - Engagement & Training

# The Application

# Grant Application

## 2025 Living the Faith Grant Application

\* Indicates a required field

Save

Submit

Print

Exit

Instructions - PLEASE READ

Basic Info

Family Ministry

Formation

Youth & Young Adults

Music

Worship

Collaboration

Amount Requested

## 2025 Living the Faith Grant Application

Please read all the instructions carefully before beginning your application

This application is due by Friday, March 14 at 5:00PM - NO LATE APPLICATIONS ACCEPTED

This process replaces the Spring Grant Cycle. There are significant changes to the process and guidelines from the Spring Grant Cycle, so please read the information and guidelines carefully before submitting an application.

For more details about our grant cycle and tips for filling out this application, [visit catholiccf.org/grants/living-the-faith/](https://catholiccf.org/grants/living-the-faith/) or contact the Grants Manager at

# The Application



# Grant Application

## 2025 Living the Faith Grant Application

\* Indicates a required field

Applying Organization Name  \*

Address  \*

City  \*

State  \*

Zip Code  \*

**Primary Grant Contact**  
This person will be the primary contact for questions about this application and be held responsible for reports if a grant is awarded.

Primary Contact Name  \*

Primary Contact Title  \*

Primary Contact Phone  \*

Primary Contact Email  \*

Are you a staff member or a volunteer?  \*

Secondary Contact Name

Secondary Contact Title

Secondary Contact Phone  \*

Secondary Contact Email

The Application

## Family Ministry

### *Parents and/or Support*

#### Description

Families are the heartbeat of both our community and the Church. We understand the vital role families play in our spiritual lives. Today's families face numerous challenges due to the busyness of modern life and the vast influence of secular culture. In response, family ministry provides tools, guidance, and resources to help families thrive spiritually and emotionally. Grants from this category will fund programs beyond marriage prep and infant baptism, expanding family ministry to include marriage support and Christian parenting insights. It is important to families' spiritual and other needs, embracing families where they are in their faith journey.

#### Examples

- Parish-wide activities, retreats, & speakers that focus on families growing in *faith together*
  - Financial assistance to help families attend the "Holy Family Camp" retreat
  - Speakers on the topics of family life and the domestic Church
- Resources (books, online resources, materials) that the parish makes available for families to enhance the "Domestic Church"
  - Resources/initiatives to help families learn how to pray together
  - "Reclaim" resources for sexual health
- Natural Family Planning resources

Please describe the project for which you are applying. What activities are included? What are the main goals? What will success look like? Please be as specific as possible.

(Characters left: 5000)

[Previous](#)[Next](#)[Save](#)[Submit](#)

# The Application

## Collaborative Projects

When multiple communities come together, the impact of a single program is multiplied. Additional funding may be awarded for programs where multiple parishes are working together and combining resources for a program.

Will your parish be collaborating on any projects with one or more other parishes? \*

Yes  No

List the names of all collaborating parish(es)

Name of person(s) leading the collaborative effort

In which category(-ies) will you be collaborating with other parishes? Mark all that apply. Hold down the CTRL key while selecting each category.

 Family Ministry  
 Formation  
 Music  
 Worship

Please provide as many details as possible regarding the specific projects you will be collaborating on, including details on what collaboration looks like.

(Characters left: 5000)

Previous

Next

Save

Submit

# The Application

Instructions - PLEASE READ

Basic Info

Family Ministry

Formation

Youth & Young Adults

Music

Worship

Collaboration

**Amount Requested**

**Total Amount Available for All Parishes: \$189,000**

Please make a **reasonable** ask. Historically, we often award less than the requested amount.

The amount requested is the total for all categories in which you are applying.

Amount Requested

Previous

Save

Submit

The Application

# General Application Tips

- Be as descriptive as possible
- Avoid using line breaks (the system doesn't like them)
- Make sure you've applied in at least one of the categories
- Save often
- If you have any issues or questions, don't hesitate to contact the Grants Program Manager

# Dates & Deadlines

# Important Dates



February 17, 9:00 AM

Cycle opens



March 14, 5:00 PM

Pastor submits application  
Cycle closes



March 28

2024 Final Reports due



April–May

CCF & DSJ gather additional information, if needed, & make final grant award decisions



June

Award letters sent to parishes  
Pastors sign and return award letters



July

Grant checks mailed/delivered



July 2025 – June 2026

Funds must be used between these dates

# Requirements




# Requirements

- Pastor Signs Grant Agreement Letter
- Announcement in parish bulletin or newsletter
- At least one photo from your program
- Final Report
- If you want to make a significant change to your project, please contact the Grants Program Manager for approval first
- Return any unused funds to the Foundation

# Final Report


# Final Report

CONTACT US  WELCOME MAYA OF CATHOLIC COMMUNITY FOUNDATION

My Fund ▾ **Grant Applicant ▾** Site Admin ▾ Organization Admin ▾

**Welcome Grant Applicant**

- Home
- My Saved Applications
- Available Applications
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- References



Family Life

Lay & Religious Leadership

Apolonia Andre Fund for Liturgical Music

Parish Outreach

Ministry & Stewardship

Parish Stewardship

Clergy Leadership

This is your homepage for writing and submitting your grant applications and reports. Use the Grant Applicant dropdown to view your saved applications & reports, see the applications that are open and view your past awards.

# Final Report

## Alerts

- ⚠ Your Signs of Grace Online Sacramental Prep grant has follow-up actions that need to be completed.
- ⚠ Your Despertar Juvenil "La Familia" TV grant has follow-up actions that need to be completed.
- ⚠ Your Preventing Homelessness grant has follow-up actions that need to be completed.

## Follow-up

Action	Due Date	Date Completed
Grant Final Report	4/30/2021	

# Final Report

## Basic Info

Application ID: #

Amount Awarded: \$

\*?

Parish:

\*

Report Contact:

\*

Contact Title:

\*

Contact Phone:

\*

Contact Email:

\*

# Final Report

## Outcomes

Briefly describe your program. What did the program entail? What were the initial goals of the program?

Were there any material changes to the intent of your program from what was listed in your original application?

If yes, describe the changes.

Did you receive approval from the Foundation for these changes?

What were the outcomes of the program? Was the program considered a success? What, if anything, could have been done differently?

# Final Report

## Photo

A photo from your project is not required, but would be appreciated. If you have more than three photos to share with us, please send them to the Grants Program Manager at [reyes@catholiccf.org](mailto:reyes@catholiccf.org).

Picture 1

Picture 2

Picture 3

**The Foundation might use your photo for marketing purposes. Please do not submit any photos that you do not wish to be public.**

**We welcome ALL your photos!**

*We understand that some of your projects deal with serving sensitive communities. If your clients/participants do not want to be identified, please include a photo of your volunteers or a photo of people without any identifying features (e.g., photos that don't include their faces).*

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**Additional Comments**

# Other Funding Sources

## FADICA

- Contact Grants Program Manager to run a full search

## Raskob Foundation

- [www.rfca.org](http://www.rfca.org)

## Porticus

- <http://us.porticus.com/>

## Sorci Foundation

- 3883 Balcom Road  
San Jose, CA 95148-2400
- 408.270.5629

## The Carl Gellert and Celia Berta Gellert Foundation

- [www.gellertfoundation.org](http://www.gellertfoundation.org)



# Questions?

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