Academic Capacity Enhancement & Transformational Innovation Grants
Frequently Asked Questions (FAQs)
October 2017

1. **I applied for a grant last year. Do I still need to set up an online account as a new user?**

   Yes. Because the online grant application system is new this year, all users are new users.

2. **If a school or PSR program does not collaborate on the Letter of Intent or Application, can they be added as a collaborator later?**

   Generally speaking, if a school or PSR program does not commit to collaborating by the time the Letter of Intent is submitted, or does not submit the required endorsement form or financial documents, they will not be allowed to enter into the collaboration at a later date. Exceptions may be considered on a case-by-case basis.

3. **Who makes the grant award decisions?**

   All Letters of Intent and Applications will be evaluated by members of the Roman Catholic Foundation Grants Committee. This committee consists of Roman Catholic Foundation Board of Trustees, a pastor, staff from the Roman Catholic Foundation and the Archdiocese of St. Louis, and other local Catholic professionals.

4. **Is an applicant's geographic location considered when awarding grants?**

   The geographic location of a proposed activity is discussed and considered by the grants committee. However, the potential impact of a proposed activity is the most important factor in determining grant awards.

5. **Will you give feedback on a draft of our Letter of Intent or Application before we officially submit it?**

   At this time, the Roman Catholic Foundation does not have the capacity to review drafts of Letters of Intent or Applications prior to submission. For technical assistance related to specific questions, please contact Kathryn Mayrose at 314.918.2897 or kathryn.mayrose@rcfstl.org.

6. **Can the Pontifical Paul VI Institute for Catechetical and Pastoral Studies apply for a grant?**

   Yes, if the proposed activity will benefit students in grades pre-K through 12.

7. What is the difference between ACE and TI?

Please refer to the following table to get a general idea of the difference between ACE and TI.

Criterion	ACE	TI
The nature of the activities will probably be…	Curriculum, student learning	Management/organizational systems
Success will most likely be seen at the…	Classroom level	School level
Outcomes should be centered around…	Student achievement or growth	Efficiency, effectiveness, sustainability
Focus on teachers will be…	Practical—Teacher's relationship to material	Pedagogical – Teacher's relationship to teaching
Focus on religion may take the form of the…	Objective – acquisition of knowledge	Subjective – cultivation of personal identity

8. Could an ACE project eventually become TI, if it is expanded enough to spark widespread transformation?

Probably not. Although both types of grants can be transformational and innovative, the focus areas and objectives of the grants are very different from one another. See the table above for more detail.

9. Would launching or expanding a pre-K program be ACE or TI?

Launching or expanding pre-K programs could be either ACE or TI. The best way to determine which grant is more appropriate is to think about the primary purpose of the activity. For example, if the primary purpose of the activity is to better prepare children academically for kindergarten, the most appropriate grant is probably ACE. If the primary purpose is to increase enrollment or cultivate Catholic identity, TI is probably more appropriate.

10. I'm still not clear on the difference between a collaborator, strategic partner, and contractor. Can you provide any additional details?

Please see the table below for more information:

Criterion	Collaborator	Strategic Partner	Contractor
Applies to eligible or ineligible entities	Eligible only	Either	Either
Listed as a co-applicant on LOI and application	Yes	No	No
Required to submit attachments	Yes	No	No
Included in outcome benchmarks	Yes	No	No
Receives grant funds	Yes	No	No
Governing Document(s)	Grant Agreement	MOU	Contract

11. **Do I have to list someone as a strategic partner if they only assisted me with planning and submitting my application?**

If they are only assisting you in the planning and application phases—not in the implementation phase—you do not need to list them as a strategic partner on the application, and they will not be required to execute a Memorandum of Understanding (MOU).

The purpose of describing strategic partnerships on the application and executing an MOU is to ensure that each partner is clear as to the role they will play in assuring successful implementation of the activity. If their involvement ends when the application is submitted, their participation does not need to be documented.

12. **The grant guidelines say I need to submit financial statements for my school or parish. What does that mean?**

Each applicant is required to submit a statement of financial position and a statement of activities. These statements can be obtained from your school or parish bookkeeper.

Statement of Financial Position: Otherwise known as a balance sheet, a statement of financial position is a statement of an organization's assets and liabilities at a particular point in time.

Statement of Activities: Otherwise known as a profit and loss statement, or P&L, a statement of activities is a statement that summarizes the revenues and expenses incurred by an organization during a specific period of time, usually a fiscal quarter or year.

Time period: Submit both reports for your fiscal year ending June 30, 2017. The statement of financial position should be dated 6/30/17 and the statement of activities should be dated 7/1/16 - 6/30/17.

13. **Can I submit the operating budget and financial statements for our parish, or do they have to be for our school?**

If your school is applying for a grant, these documents should be specific to the school if possible. If your school's operating budget and financial statements are part of the parish's file, please submit the report that gives details for the school. (For example, if using QuickBooks, submit the Budget by Class Report and Profit and Loss by Class Report).

14. **Why do you need the operating budget and financial statements for each applicant?**

All applicants are asked to submit their most recent operating budget and financial statements to ensure that grant resources will be stewarded responsibly. These documents will be kept confidential, and will only be reviewed in the context of the Beyond Sunday grant applied for.

15. **How much detail should be included in the activity budget worksheet?**

You should include as much detail in the budget as you can. Note that the activity budget worksheet, which can be downloaded at http://rcfstl.org/beyond-sunday/grantseekers/, asks for specific items as well as budget categories.