Beyond Sunday
Education | Faith | Community

Welcome!!!

Wifi Connection: CRCGuest

Password: Adven@3890#

A Student's Prayer

Creator of all things, true source of light and wisdom, origin of all being,
graciously let a ray of your light penetrate the darkness of my understanding.
Take from me the double darkness in which I have been born,
an obscurity of sin and ignorance.
Give me a keen understanding, a retentive memory,
and the ability to grasp things correctly and fundamentally.
Grant me the talent of being exact in my explanations
and the ability to express myself with thoroughness and charm.
Point out the beginning, direct the progress, and help in the completion.
I ask this through Christ our Lord. Amen.

St. Thomas Aquinas (c. 1225-1274)

Beyond Sunday
Education | Faith | Community

Agenda

I.   Check-in and Light Dinner

II.   Welcome and Prayer

III.   Review 2018-2019 Grant Guidelines

IV.   Discuss Grant Application Process

V.   Break

IV.   Walk Through Online Grant Application Process

V.   Questions

VI.   Adjourn

2018-2019 Grant Guidelines

Beyond Sunday Education Fund Purpose

To contribute to the long-term competitiveness and sustainability of Catholic education through:

- Scholarships for middle-income families

- Enhancement of academic capacity, especially STREAM

- Transformational innovation at the organizational level

Academic Capacity Enhancement

Objectives:

- Measurably and continually improve the quality of teaching and learning materials, equipment and classroom capacity, and teaching methods in the elementary, middle and high schools in the Archdiocese of St. Louis

- Improve the competitiveness of Catholic schools relative to other schools in the St. Louis area

Transformational Innovation

Objective:

To identify and scale experiments in three areas of organizational transformation which will contribute to education system growth and sustainability:

- Catholic Identity: Christ-like environment and strong catechesis

- Teaching: Transformational innovation in pedagogy and teacher retention

- Management: Structures, systems, and processes necessary for high quality educational administration and marketing and enrollment management

ACE vs. TI – What's the Difference?

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

Who can apply for *Beyond Sunday* grants?

Eligible:

- Parish, partnership and archdiocesan elementary, middle and high schools
- Parish-administered PSR programs
- Parish-administered pre-kindergarten programs
- Catholic Education Office
- Paul VI Institute
- Groups comprised of any of the above

Ineligible:

- Private elementary, middle or high schools
- Private pre-kindergarten programs
- Public or charter elementary, middle or high schools
- Public or charter pre-kindergarten programs
- Youth groups
- Homeschool groups
- Institutions of higher education
- Entities not in good standing with the Archdiocese of St. Louis, even if otherwise eligible

Types of Contributors

Type of Contributor	Characteristics	Governing Document(s)
Collaborator	• Must be an eligible entity as defined in grant guidelines • Is listed as a co-applicant on application • Must submit required attachments with letter of intent or application (e.g. endorsement form, operating budget, etc.) • Outcomes are used to track success as a condition of grant • Receives grant funds (if awarded)	• Grant application documents • Grant agreement
Strategic Partner	• May be an eligible or ineligible entity as defined in grant guidelines • Not listed as a co-applicant on application • Not required to submit attachments with letter of intent or application • Outcomes are not used to track success as a condition of grant • Does not receive grant funds, may receive non-monetary, synergistic benefit in exchange for resources contributed	• Memorandum of Understanding (MOU)
Contractor	• May be an eligible or ineligible entity as defined in grant guidelines • Not listed as a co-applicant on application • Not required to submit attachments with letter of intent or application • Outcomes are not used to track success as a condition of grant • Does not receive grant funds, but receives monetary benefit in exchange for resources contributed	• Contract or service agreement

Funding Thresholds

Academic Capacity Enhancement:

- Up to $500,000 will be awarded
- Individuals grants will range from $15,000 to $100,000

Transformational Innovation:

- Up to $250,000 will be awarded
- Individual grants will range from $25,000 to $100,000

Types of Support

- Program development

- New infrastructure

- Staff development

- Management/Organization level initiative (TI only)

Note: If you received a Beyond Sunday grant last year and you plan to apply for additional grant funds for the same activity, be sure to describe in your application how the additional grant funds will help you expand your activity to achieve greater outcomes.

Ineligible Activities

- Working capital
- Activities not supported or endorsed by the Catholic Church
- Annual fundraising events or drives
- Capital campaigns
- Debt reduction
- Funding for endowments, individuals, or political organizations
- Tuition assistance for students

Evaluation Preferences

- Intentional and strategic collaboration among two or more schools and/or PSR programs

- Strong and authentic incorporation of religion

- Low grant dollar amount per benefiting student

- Significant contribution of resources by applicant

- *Transformational Innovation only:* Replicability

Grant Application & Award Process

Application and Award Timeline

Date	Item
Wednesday, September 27, 2017	Technical assistance session at the Cardinal Rigali Center
Wednesday, October 4, 2017	Technical assistance session at the Cardinal Rigali Center
Thursday, November 2, 2017	Deadline for submitting Letter of Intent
Tuesday, December 12, 2017	All applicants notified of status of Letter of Intent
Tuesday, February 6, 2018	Deadline for submitting application
Thursday, April 05, 2018	Announcement of 2018-2019 grantees

Application and Award Process

1. Applicant submits a Letter of Intent (LOI) and a signed endorsement form for <u>each</u> applicant school through our online application portal, which can be found at http://rcfstl.org/beyond-sunday/grantseekers/.

2. Grants Committee evaluates LOIs and recommends applicants to submit an application.

3. Selected applicants are sent a congratulatory email with instructions for how to access the application, and all others are sent a regrets email.

4. Selected applicants submit the application and all attachments.

Application and Award Process (continued)

5. Grants Committee evaluates applications, makes award recommendations, and forwards them to the Board for approval.

6. Grantees are sent a congrats email. Those not awarded are sent a regrets email.

7. Grantees execute a grant agreement with the Roman Catholic Foundation.

8. Funds are deposited into SLAF(s) per grant agreement.

Grant Agreement

- Executed between Roman Catholic Foundation and grantee(s).

- Governs all aspects of the activity.

- Specific terms vary by project, but generally include:

  o Grantee names

  o Scope and budget of activity

  o Term of performance

  o Method and schedule of distribution

  o Reporting and monitoring of activity

  o Additional recommendations or stipulations, as appropriate

Beyond Sunday
Education | Faith | Community

Progress Reports

- Required to be submitted every six months from start date to end date (per grant agreement).

- Progress reports will be submitted online.

- Progress reports will consist of:
  - A narrative describing progress in implementing the activity
  - A brief set of questions pertaining to the outcomes you selected in your application.

Beyond Sunday Grant Advisory Network

- This network will consist of Catholic professionals with relevant expertise who can assist you with planning your grant activities, identifying appropriate outcomes, setting impactful benchmarks, and measuring performance against benchmarks.

- If you need additional technical assistance, please contact Kathryn Mayrose to be referred to a suitable advisor.

- Kathryn's contact info:
    - 314.918.2897
    - kathryn.mayrose@rcfstl.org

Recommendations for Getting Started

1. Read grant guidelines from start to finish.

2. Send the link to the endorsement form to any schools or parishes who may be collaborating with you and give them a date by which to return it to you with an ink signature.

   - You may want to let them know <u>now</u> that they will need to submit an operating budget and financial statements if invited to proceed to Stage 2.

3. Collect all signed endorsement forms and save to your computer.

Recommendations for Getting Started
(continued)

4. Complete the budget worksheet and save it to your computer. (Not required until Stage 2, but it may help you to start this in Stage 1.)

5. Draft your responses in a Word doc and check the word counts.

6. Copy and paste into the appropriate field of the LOI (without formatting).

Letter of Intent Guidelines

Organization Information

If multiple schools or programs are collaborating on this application, this should be the lead organization.

- Organization Name
- Mailing Address
- Phone
- Email Address
- Website

Primary Contact Information

The primary contact should be a representative of the lead organization.

- First and Last Name
- Title
- Preferred Mailing Address
- Phone
- Email
- Authorized Signature (electronic)
- Signature Date

Summary of Proposed Activity

- Activity Title
- Applicant School(s)
- Deanery, School Region and Parish
- Scope and Purpose of the Proposed Activity
- Expected Outcomes
- Outcome Assessment
- Current Need in Your School or Parish

Summary of Proposed Activity (continued)

- Amount of Funding Request

- Amount of Financial Resources Contributed by Applicant

- Amount of In-Kind Resources Contributed by Applicant

- Amount of Resources from Other Sources

- Total Activity Cost

- Expansion to Other Schools (TI only)

Endorsement Form

This form is required for <u>each</u> applicant school at the time the LOI is submitted.

1. Go to http://rcfstl.org/beyond-sunday/grantseekers/ and download the endorsement form as a fillable PDF.

2. Complete the form and save. (NOTE: First download the blank form to your computer, then fill it out and save it!)

3. Print the form and get the requested signatures in ink.

4. Scan the signed form and save to your computer.

5. When ready to submit the LOI, upload form as requested.

LOI Evaluation Criteria

- Scope and Purpose

- Anticipated Outcomes

- Method and Timeframe for Outcomes Assessment

- Current Need

- Amount of Funding Request & Applicant Contributions

- Expansion (TI only)

What if we need to designate someone else as the primary contact person?

In Stage 1: Log in to your My Account page and transfer the account to someone else.

In Stage 2: Create a group of people who will have access to the account. (Note: Transferring the account will not work in Stage 2.)

Application Guidelines

General Information

This information will populate from your Letter of Intent, and you will be able to update it as needed.

- Activity title
- Names of applicant schools
- Your organization name

Need

- What is the extent of the need in your school or parish
- How will the proposed activity will meet the stated need, and why is this the best approach?
- How is the need currently being met?

Capacity

- List key personnel who will be implementing the proposed activity, and describe each person's specific duties relative to the proposed activity. For new and/or vacant positions, a brief job description may be provided.

- If applicable, list all collaborations necessary to implement activity and describe each collaborator's specific role.

- If applicable, list all strategic partnerships necessary to implement activity and current status of partnership (i.e. finalized, still in negotiation, etc.), and describe each partner's specific role.

Attachments

- Completed activity budget worksheet for each year of implementation (available at http://rcfstl.org/beyond-sunday/grantseekers/)

- Most recent operating budget for each applicant school or parish

- Statement of financial position dated 6/30/17 and 12-month statement of activities for each applicant school or parish for period ending 6/30/17.

- Project specifications (if applicable)

- Independent estimates (if applicable)

Budget

- How the activity will be sustained after funding is depleted?

- If applicant contribution will include in-kind resources, describe the type, dollar value and contributor of each resource.

- Describe how the activity will be implemented if a partial grant is awarded, including how outcomes will change.

Budget (continued)

- Complete the equation below by entering numbers in the appropriate spaces, to provide an expected grant award per benefiting student.

  $_____$ in grant funds / ____ benefiting students = $_____$ per student

- Explain how you are defining a benefiting student in the equation above.

Delivery

- Describe <u>in detail</u> what the proposed activity will look like and how it will be incorporated into your school's daily activities.

- Activity Start Date

- Activity Completion Date (Note that this date refers to when your outcome assessment will conclude, not the date you plan to finish implementing your activity.)

- How could this activity be expanded to other schools? (TI only)

Outcomes Info & Narrative

- For each outcome selected from the list, provide baseline data and assessment method. If a baseline has not been established yet for a specific outcome, describe how you will establish a baseline and by when.

- How will the proposed activity be adjusted if outcomes do not meet expectations?

Outcomes Info & Narrative (continued)

- If you plan to track additional outcomes that are not pre-defined, please list them, along with baseline data, specific benchmarks and method of assessment.

- If you plan to select any outcomes for which a definition is required, please provide the requested definition.

Edit Outcomes

- Project End Date

- Add Measurable Goals
  - Two goals for Transformational Innovation
  - Three goals for Academic Capacity Enhancement

Application Evaluation Criteria

Need

- Need is legitimate and clearly unmet or undermet.
- Proposed activity is the best approach to meeting the stated need.

Beyond Sunday
Education | Faith | Community

Capacity

- Key personnel possess necessary experience (or job descriptions for vacant positions are appropriate).

- Proposed activity utilizes intentional and strategic collaboration.

- Strategic partners possess necessary experience (or will not be utilized for proposed activity).

Beyond Sunday
Education | Faith | Community

Budget

- Budget is complete, accurate, and realistic.
- Proposed activity is sustainable after grant funding is depleted.
- Applicant will contribute adequate resources.
- Proposed activity can still be completed impactfully with a partial grant.
- Grant amount per benefiting student is low.

Beyond Sunday
Education | Faith | Community

Delivery

- Activity is well-planned, with key details thoroughly described.

- Proposed delivery is appropriate and conforms to current best practices.

- Religion is strongly and authentically incorporated.

- Timeline for implementation is realistic.

- Proposed activity could be expanded to other schools. (TI only)

Outcomes

- Proposed outcomes are appropriate to the nature of the activity.

- Numeric goals are realistic and impactful.

- Proposed outcomes will be achieved in a timely manner.

- System for assessing outcomes and adjusting performance is appropriate.

Info for Grantseekers Webpage

- Contains the complete grant guidelines, required forms, and a link to the online application portal.

- Any additional grant-related guidance we release (such as FAQs and examples of successful proposals) will be found on this webpage.

- URL: http://rcfstl.org/beyond-sunday/grantseekers/

1. Create a login.

Please Sign In

Welcome to the Roman Catholic Foundation of Eastern Missouri online grant application system!

You may use this system to:

- Start a new letter of intent
- Access and continue work on a saved letter of intent
- View letters of intent you have submitted
- Submit post-grant summaries or other reports

If you've never used our system, click the "First Time Applicants Click Here" button.
If your organization has used this system before and you have the login information, please enter it below.
If you have trouble logging in, please change your password.

E-mail

Password

First Time Applicants Click Here

Forgot Password?

Login

2. Take the Eligibility Quiz

Welcome to the Roman Catholic Foundation grant application portal! Please answer the following questions.

Is your organization located within the boundaries of the Archdiocese of St. Louis?

-Select One- ▼

Next

3. Complete the LOI.

- Click the "Next" button to move to the next tab.

4. Receive confirmation email from RCF.

Tue 9/26/2017 4:57 PM

Roman Catholic Foundation of Eastern Missouri <mail@grantapplication.com>

Your Application Submission

To   Mayrose, Kathryn

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Thank you for your submission. Your application has been submitted successfully, and the tracking number is 20196. You will receive more information on the status of your application shortly. For your records, here is a copy of the contents of your application.

Before You Begin

Academic Capacity Enhancement Letter of Intent

Helpful Tips:

- Limit your use of bullets and other formatting.
- Copy and paste as needed

5. Back to the main account page.

Roman Catholic Foundation
of
EASTERN MISSOURI

Account: kathryn.mayrose@rcfstl.org | Change E-mail/Password
Last Log in: 9/26/2017 4:04 PM GMT-05:00

Applications

Thank You! Your application has been submitted.

We are pleased to provide you with this tool to manage your applications.

To view **In Progress** or **Submitted** applications, click the drop-down menu on the right.

Show [In Progress Applications ▼]

☐ Hide Viewer Only Applications

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Academic Capacity Enhancement Letter of Intent			20194	09/26/2017	Owner	👥 ⚙ 🗑 💬
Grant Applicant Eligibility Quiz			20174	09/22/2017	Owner	👥 ⚙ 🗑 💬
Grant Applicant Eligibility Quiz			20173	09/22/2017	Owner	👥 ⚙ 🗑 💬
Transformational Innovation Letter of Intent			20172	09/22/2017	Owner	👥 ⚙ 🗑 💬
Academic Capacity Enhancement Letter of Intent			20170	09/22/2017	Owner	👥 ⚙ 🗑 💬

Beyond Sunday
Education | Faith | Community

6. When your application has been processed, you will receive an email from Kathryn.

Tue 9/26/2017 5:16 PM

Ms. Kathryn Mayrose <mail@grantapplication.com>

Roman Catholic Foundation of Eastern Missouri Application Received

To   Mayrose, Kathryn

Dear Kathryn,

Thank you for your submission of a Academic Capacity Enhancement Letter of Intent via our online grant program. We have your request in our system and it is now in process.

Your request will be considered for funding by our grants committee, and you will be informed when a decision has been made.

If your proposed activity is selected to proceed to the next stage of the application process, you will be email further instructions.

Thank you for your interest in the Beyond Sunday grants!

Sincerely,

Grants Management

7. Receive a congrats or regrets email from Kathryn once decisions are made.

Tue 9/26/2017 5:27 PM

Ms. Kathryn Mayrose <mail@grantapplication.com>

Roman Catholic Foundation of Eastern Missouri Invitation

To   Mayrose, Kathryn

Suggested Meetings   Action Items   + Get more

Re: STREAM Goes to Disney World! Grant Letter of Intent

Dear Applicant Account Holder (kathryn.mayrose@rcfstl.org),

Thank you for your Academic Capacity Enhancement Letter of Intent. We are pleased to invite you to submit an Academic Capacity Enhancement Grant Application, which will allow us to further assess how your proposed activity aligns with our objectives.

To submit your application, you will need to create a login through the Blackbaud portal: https://portal.blackbaudoutcomes.com. IMPORTANT: These login credentials will NOT be the same credentials you used to submit your Letter of Intent.

Note that our grants committee has provided the following feedback on your Letter of Intent, which should be incorporated into your application in addition to all other information and attachments requested:

1. Who will pay for everyone's food at Disney World?
2. If you go to Harry Potter World the second year, are you going to visit Diagon Alley?

The application and all attachments must be submitted by 11:59 pm on Tuesday, February 6, 2018. If you have further questions, please feel free to contact me at 314.918.2897 or kathryn.mayrose@rcfstl.org.

Sincerely,

8. If approved, click the link in your email to submit an application.
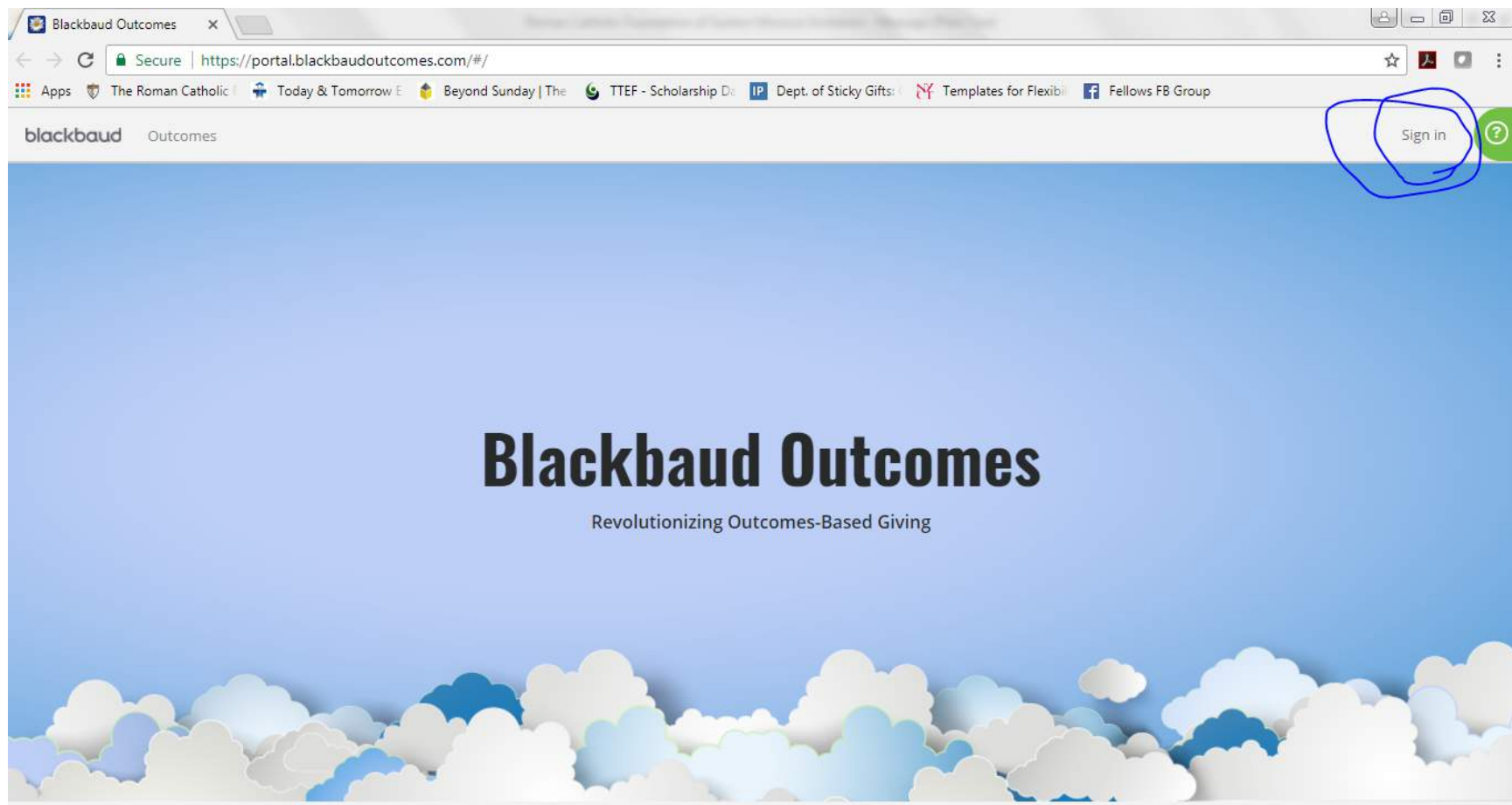
9. Sign in or create a new Blackbaud ID.

Blackbaud ID sign-in

Add an extra layer of security with two-step authentication!   Learn more

Sign in to continue

Email address

kathryn.mayrose@rcfstl.org

Password

Forgot password?   ✔ Remember my email

Sign in

G Sign in with Google

Don't have a Blackbaud ID? Create a new one

10. Create a group using the Control Panel, then click on the Applications tab.

11. Complete and submit the application and attachments.

Questions?

Thank you!!

For further questions or technical assistance:

Kathryn Mayrose, Grants Administrator
Roman Catholic Foundation of Eastern Missouri
314.918.2897 or kathryn.mayrose@rcfstl.org