

# SERRA INTERNATIONAL FOUNDATION

## 2018-2019 GRANT APPLICATION GUIDELINES

### Important Notes:

- Not all applicants will receive grants.
- Serra Foundation does not fulfill requests for funding towards General Operating Expenses, Individual Tuitions, Scholarships, and Public Welfare Organizations.

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The Serra International Foundation funds only programs that foster and promote vocations to the ministerial priesthood in the Catholic Church.

1. A letter of support from the local bishop in the archdiocese/diocese is an essential requirement. Applications omitting the bishop's letter are **disqualified**. The letter format should be brief, font size 11 (**not** smaller) and **single-space**. Include only one "subject line" with **the name of your organization** and **no** need for a "reference line." The text should fit on an 8 ½" by 11" page. Leave a **1.5" margin at bottom** of page (needed for the Grant Committee workbook), and send it as a PDF and **do not** reduce the PDF. Address the bishop's letter **exactly** as shown below (**four (4)** lines **no** double space):

Mr. John M. Liston, Executive Director  
The Serra International Foundation  
333 West Wacker Drive – Suite 500  
Chicago, IL 60606 – U.S.A.

2. The bishop's letter and the applications are accepted **only** in the **English** language and in **typed format**.
3. The grant application is in Word format for your convenience in completing the form. However submit your application as a PDF (**do not** reduce the PDF). **Important:** The number of pages is limited to 10 (double sided) pages. A concise program budget and financial statements are required to support your application, and limited to 10 pages. If submitting photos, the **limit is two pages**.
4. The grant application, the bishop's letter, the reports and support correspondence should be single-space and font size 11 points. Set margins to: **top 0.5"-- left 0.5"--right 0.5"-- bottom 1.0"** (this space is needed for the Grant Committee workbook). The text on every single page should fit on an 8 ½" by 11" page. Send it as a PDF (**do not** reduce the PDF).
5. To ensure the identification of your application, label each page of the application and attachments with an abbreviation of the organization's name (**top left**), and number each page (**top right**) of the application and the financial information.
6. **Do not alter or cut off the header line on any of the pages of the application form.** Be sure the text and headers are properly formatted and in sequence throughout before submitting the application and the financial information.
7. Collectively assemble the pages of your application in this order: the bishop's letter - support letter(s) - the application - the financials. There should be a total of only four (4) PDF attachments (please **do not** reduce the PDF).

You must submit a current grant application (30 September 2018). Deadline for grant applications is 30 September 2018. Applications postmarked and/or received after the deadline date will not be accepted. **Do not send** your application before **01 August 2018**.

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The timeline of the selection process is as follows:

- November 2018:** The Serra Foundation Board and the Grants Committee meet to begin the process of reviewing applications.
- January/February 2019:** Grants Committee meet to continue the revision process. Eventually, a letter stating the results will be sent to all applicants.
- June/July 2019:** Grants Committee presents the Board of Trustees of Serra International the list of recommended grant applications for their funding approval.
- July/August 2019:** The Serra International Foundation awards funds to the selected grantees.

Transactions of funds overseas are made **via wire transfer only**. Provide the project director's name and e-mail.