



Archdiocese of Washington

Parish and School Financial Operations

Overview of Forward in Faith Grants and Loans

March 2022

The Archdiocese stands ready to provide financial support to our parishes to enable them to continue to spread the Gospel of Jesus Christ and minister to the people in our community. The Archdiocese is blessed with the gift of endowment funds from the Forward in Faith capital campaign conducted in 2004-2005. The funds are administered by the board of directors of our affiliated corporation, Forward in Faith, Inc. (FIF) which was created to further our educational, charitable and religious works.

The Archdiocese recommends qualified parishes to FIF for consideration of grants and loans. Grant and loan decisions are made by the FIF Board based on recommendations made by the Office of the Moderator of the Curia after consultation with His Eminence, Cardinal Gregory.

Background

Funding of parish grants and loans comes from investment earnings of two Forward in Faith funds:

- The Revolving Parish and School Building Fund of low interest loans for new schools, enlarging and renovating existing schools and churches and paying for repairs and maintenance.
- The Fund for Needy Parishes for maintenance and repairs.

Criteria for parish grants and loans

The following criteria are used to assess the relative financial needs of the parishes and to prioritize projects for recommendation of FIF grants and loans.

- Financial condition of parish:
 - Insufficient cash reserves to fund project
 - Relatively lowest levels of offertory giving
 - No other sources of income to fund project (e.g., capital reserves, donations, grants, etc.)
 - Parish must agree to conduct an offertory increase program, if considered appropriate by CFO, and to increase parishioner registrations in the parish online giving platform.
 - Inability to fund parish payroll and benefits is not a distinguishing priority as all parishes are expected to staff their operations at a level covered by recurring income

For parishes with a stronger financial condition than represented by the above criteria, a loan, not a grant, may be recommended by the archdiocese to FIF.

- Nature of the repair/maintenance project, in priority order:
 - Life, health and safety issues such as lead, asbestos, mold
 - Matters subject to fines and penalties by governments
 - Structural matters – e.g., roof, foundation
 - Building systems – e.g., HVAC, boiler
 - Communications infrastructure, e.g., internet
 - Parking lots
 - Rented properties

FIF grants may also be recommended for parishes with extraordinary needs to support the ministry of the parish including, for example:

- Salary for a Director of Religious Education or Youth Minister in an underserved community
- Salary or professional fee for a fundraiser to boost a parish or school giving program

Grant application

To apply for financial support:

- The Pastor must meet with Finance Council to discuss the parish financial condition and have documented meeting minutes which reflect Council input and decisions made by the Pastor.
- The parish must complete the letter to the Moderator of the Curia entitled 'Forward in Faith Grant Request Form'.

The Request Form and supporting materials should be submitted to Adrienne Willich, Executive Director of Parish and School Financial Operations at WillichA@adw.org, who will work with the Office of the Moderator of the Curia in making recommendations to the FIF Board. The FIF Board meets periodically throughout the year and may meet on an ad hoc basis to consider urgent requests.

Potential use of Restricted Funds

Restricted Funds held at the parish

A number of our parishes have restricted funds such as capital campaign, parish maintenance or scholarship funds. In the grant request, the pastor should address whether the restricted funds are able to be used for the purpose for which the grant is requested.

Restricted Funds held at the Archdiocese

Several parishes have restricted funds held at the Archdiocese including stable patrimony (generally proceeds of property sales restricted for use in capital projects at the parish) and school capital reserve funds (proceeds of rental income held for use in property maintenance). The pastor should consider potential use of these funds in advance of requesting a grant.

Parishes with Endowment Funds

Several parishes have endowment funds for which only the income on the fund principal can be used for a restricted purpose. These funds include endowed scholarship funds and funds invested with Catholic Cemeteries. The parish grant application should address whether income from these funds can be used for the purpose for which the grant is requested.

ARCHDIOCESE OF WASHINGTON
PARISH FORWARD IN FAITH GRANT REQUEST FORM

Please refer to the accompanying document, Overview of Forward in Faith Grants and Loans

Parish Number, Name, and City _____

Pastor Name: _____

I am requesting the following:

- Facilities grant or loan in the amount of \$_____ for the project described here:

- Ministry grant in the amount of \$_____ for the ministry described here:

I have read the criteria for receiving financial support and confirm that I have:

- Met with my Finance Council to discuss the financial condition and have documented our discussion in meeting minutes which are attached.

Pastor Signature _____

Date: _____

Finance Council Vice-Chair: _____

Date: _____

Recommendation by
Moderator of the Curia: _____

Date: _____

To sign: Click Tools and Certificate, Click Digitally Sign, Select Digital ID, Click Continue, Click Sign, Save Document

Please submit to Adrienne Willich, Executive Director of Parish and School Financial Operations at WillichA@adw.org

ARCHDIOCESE OF WASHINGTON
PARISH FORWARD IN FAITH GRANT REQUEST FORM

Parish Number, Name and City: _____

Please include details of the parish plans if they are not already documented in the attached Finance Council meeting minutes.

Considerations made of level of staffing the parish recurring revenue is able to sustain
History and future plans for offertory giving program
Current number of parishioners registered for online giving and plans to increase the number
Other steps taken to increase revenue and reduce expenses
Consideration made regarding use of restricted funds
Facilities considerations for a facilities grant or loan, please document the consideration made of a) Catholic Mutual inspection reports regarding the condition of parish property and b) a multi-year facilities plan for the parish

Please submit to Adrienne Willich, Executive Director of Parish and School Financial Operations at WillichA@adw.org