

BUSH-CLINTON KATRINA FUND (BCKF)

Interfaith Advisory Committee

Grants Program to Assist Congregations of All Faiths Rebuild Their Houses of Worship

GRANT PURPOSE AND GUIDELINES

Revised and Updated as of June 30, 2006

Effective immediately, the Bush-Clinton Katrina Fund (BCKF) through its Interfaith Grant Program will now provide faith institutions damaged by Hurricane Katrina with funding up to \$200,000 to rebuild their houses of worship. This is an increase from the original \$35,000 grant maximum.

Background and Purpose of Grants

Across the Gulf region in the aftermath of Hurricane Katrina, faith institutions have served as pillars of support for countless members of their communities, opening their doors as shelters and food pantries, and providing spiritual and emotional sustenance through services, outreach and extensive volunteer efforts. But the faith community itself was also victimized by Katrina. Houses of worship of all faiths were damaged and, in some cases, lost—their members and clergy left without foundations from which to provide the healing and spiritual revitalization so critical to rebuilding lives and communities in the Gulf.

The Bush-Clinton Katrina Fund (BCKF) through its Interfaith Grants will provide faith institutions damaged by Hurricane Katrina with funding up to \$200,000 for capital repair and construction of their houses of worship. Please note that this is a change. The original amount was \$35,000. Up to \$4,000 of the total grant can be used to cover rental costs of a temporary location for the congregation. Up to \$5,000 of the total grant can be allocated as an administrative stipend for the clergy leader to manage the proposed repair and construction project. These projects could include structural repairs (i.e., roof, walls, foundations, etc); restoration work (i.e. stained glass, steeples, organs, sanctuary murals, etc); new construction; mold remediation; pre-construction expenses (architectural, legal, engineer costs, etc); rental costs for temporary facilities; and related administrative costs.

The funding could be used to support a portion of a larger capital project or to support a distinct, smaller project that could be accomplished utilizing only BCKF funding. **These funds can not be used to rehabilitate a facility not owned by your religious organization.**

Eligibility Criteria

You must meet each of the criteria below to qualify for a grant. Please review each item to ensure that your organization qualifies and be certain to include all requested attachments.

- Only houses of worship that were located in the affected area prior to Hurricane Katrina will qualify. You must provide at least 3 forms of proof of existence prior to Katrina (bank statement, property deed, utility bills, etc) or a notarized letter from your bishop or judicatory head verifying your existence and location as a congregation in the affected area prior to Katrina.**
 - House of worship must rebuild within the 3 Gulf States – Louisiana, Mississippi and Alabama.**
 - The faith organization must own the property that is being repaired or constructed, unless the property owner agrees to the rebuilding and co-signs this grant application.**
 - Your organization must show proof of its organization status. Your house of worship must have at least one of the following:**
 1. **A 501(C)(3) CERTIFICATE.**
 - Your own – as a church, mosque, temple, etc.
 - Or as a member organization covered by the group exemption of your conference, convention, diocese, or judicatory. If you are covered by the group exemption, you must provide:
 1. A copy of the 501(c)(3) certificate of the umbrella group; and
 2. A letter from the head of the umbrella group confirming that your congregation is included in their group exemption OR a directory or membership roster that lists your congregation as part of the group.

OR

 - 2. **LETTER FROM SECRETARY OF STATE of Louisiana, Mississippi or Alabama, recognizing your group as a religious organization or church.**

OR

 - 3. **Find another non-profit organization that has a 501(c)(3) to serve as your fiscal agent. This should be a group you know and trust. Include with your application a copy of your fiscal agent's 501(c)(3) certificate and a letter from the head of the organization verifying that they have agreed to serve as your fiscal agent. Being a fiscal agent means that they would receive, use, and report on all funds granted. However, the funds would be restricted for the sole purpose of your proposal.**

OR

 - 4. **Submit documentation that shows you qualify as a church as defined by the IRS. (Copies of the IRS definition are available upon request)**
- You must have an existing bank account in the name of the house of worship.**

□ Only completed applications will be considered. To be complete, an application must include:

- Completed Application Form
- Budget
- Proof of Existence in affected area prior to Hurricane Katrina
- Document Status of Organization (501(c)(3), Sec. of State Letter, etc)
- Letter of Recommendation (at least one) on letterhead
- List of Board of Directors or Trustees
- Project Documentation: contractor's estimates, bids, bills – must show cost and scope of project and support the budget
- Rental Agreement for temporary location (if relevant)
- Photos – before, after and current (if available)
- Signed Agency Release Agreement
- Articles of Incorporation (if available)

Grant Application Process and Timeline

Completed applications will be accepted and reviewed on a rolling basis beginning April 10 through July 31, 2006. No applications will be accepted after July 31st. While grant applications will be reviewed on a rolling basis through July 31st, the \$20 million fund is expected to be fully expended by October 31, 2006. Therefore, the sooner an organization completes and sends in its application the better.

Public/Private Ventures (P/PV), a national nonprofit organization headquartered in Philadelphia has been contracted by the Bush-Clinton Katrina Fund to develop and implement the grant application and selection process. The BCKF will disburse the funds. P/PV works to improve the effectiveness of social policies, programs and community initiatives through its research and evaluation, policy and program development, and training and technical assistance. P/PV has worked extensively with community and faith-based organizations locally and nationally.

For More Information

- Call P/PV Katrina Fund at 1-800-715-0983.
- Email P/PV at BCKFinterfaith@ppv.org.
- Download this application at: www.bushclintonkatrinafund.org.

Return Completed Application To:

Bush Clinton Katrina Fund – Interfaith Grant
C/O Public/Private Ventures
2000 Market Street, Suite 600
Philadelphia, PA 19103

BUSH-CLINTON KATRINA FUND

Interfaith Advisory Committee

Grants Program to Assist Congregations of All Faiths Rebuild Their Houses of Worship

GRANT APPLICATION

Revised and Updated as of June 30, 2006

The Bush-Clinton Katrina Fund (BCKF) through its Interfaith Grants will provide faith institutions damaged by Hurricane Katrina with funding up to \$200,000 to rebuild their houses of worship. This is an increase from the original \$35,000 limit.

ELIGIBILITY CRITERIA:

Please consult the “Grant Purpose and Guidelines” for the eligibility criteria.

COMPLETED APPLICATION

Only completed applications will be considered. To be complete, an application must include:

- Complete This Application Form
- Budget (total project and for interfaith grant)
- Proof of Existence in affected area prior to Hurricane Katrina
- Document Status of Organization (501(c)(3), Sec. of State Letter, etc)
- Letter(s) of Recommendation on letterhead of person making recommendation
- List of Board of Directors or Trustees
- Project Documentation: contractor’s estimates, bids, bills, insurance estimates – must show cost and scope of project and support the budget
- Rental Agreement for temporary location (if relevant)
- Photos – before, after and current (if available)
- Signed Agency Release Agreement
- Articles of Incorporation (if available)

ORGANIZATIONAL INFORMATION:

1. Legal Name of House of Worship / Faith Organization:

2. Fiscal Agent (if other than house of worship): _____

(Reminder: You must submit a letter from the head of the fiscal organization verifying that it has agreed to serve as your fiscal agent. Attach a copy of the fiscal agent’s 501(c)(3) Certificate.

3. Describe the faith of your organization:

Christian Jewish Muslim Buddhist Other _____

4. What is your denomination or affiliation: _____

5. Head of Organization (Pastor, Rabbi, Imam, President, Other):

Name: _____ Title: _____

Phone (w): _____ Phone (h) _____ Cell _____

Email: _____ Fax: _____

6. Mailing Address: _____ City/Town: _____

County/ Parish: _____ State: _____ Zip Code: _____

7. Primary Contact Person (if other than above):

Name: _____ Title: _____

Phone: _____ Email: _____ Fax: _____

8. Year organization was incorporated: _____

9. Federal Tax ID #: _____

10. State/EIN Tax Exempt #: _____

11. Address of Your Organization Prior to Hurricane Katrina (August 29, 2005):

Address: _____ City / Town: _____ State: _____

County/ Parish: _____ Zip Code: _____

DESCRIBE YOUR ORGANIZATION – PRIOR TO KATRINA (AUGUST 29, 2005):

12. Number of Members / Participants: _____ Year Founded: _____

13. Primary Mission (2 – 3 sentences): _____

14. Describe your ministry and outreach to the community (be specific): _____

15. Primary activities and programs: _____

16. Describe physical buildings and use: _____

DESCRIBE IMPACT OF KATRINA AND CURRENT SITUATION:

17. Describe how Katrina damaged your physical structures: _____

18. Did you submit an insurance claim: Yes No For how much: _____
What is the dollar value of damage: _____
Have you received any insurance payment No Yes If so, how much: _____

19. Describe the current condition of your house of worship? Has any repair or rebuilding been done? If so, describe:

20. Is your congregation currently gathering as a faith community: Yes No
If so, how many members? _____ What is the address of your current location:
Address: _____ City / Town: _____ State: _____
County/ Parish: _____ Zip Code: _____

21. Describe any current outreach and leadership in the community by your faith organization:

CURRENT NEED AND PROPOSAL FOR GRANT:

22. Describe your current plan to repair or build: _____

23. Are you planning to do: Repair / Restoration New Construction

24. Are you rebuilding at: Original Location New Location

25. Do you own the building that you are repairing or the land you are building on: () Yes () No
(Reminder: This grant can only be used to repair or construct property owned by your organization, unless the property owner agrees to the rebuilding and co-signs this grant application.)

26. If new location, list full address. (Reminder: This grant will only support repair or construction within the 3 Gulf States affected by Hurricane Katrina)

Address _____ City / Town _____ State _____

County/ Parish _____ Zip Code _____

27. Total amount needed to complete repairs / restoration or new construction: _____

28. What is the source and amount of any other funds you have secured: _____

29. What is your strategy for securing additional resources to complete proposed project:

30. Submit **PROJECT DOCUMENTATION**: This **must** show the **scope** and **cost** of your repair or new construction, preferably contractors' estimates or bids, bills (for work already completed) or insurance damage assessments. These must be from a source other than you. This must support your project budget.

31. If awarded grant, when would work start: _____ Be completed: _____

32. Are you requesting any funds to cover rent of a temporary facility: () Yes () No

If yes, please include a **copy of a rental agreement, receipts or letter from the property owner**. It should include the address of your temporary location, amount of rent, and time period covered.

33. If available: Submit clearly labeled **PHOTOS** of your house of worship prior to Hurricane Katrina and after Katrina. If you are rebuilding at a new location, send a photo of new site.

34. Submit **BUDGET** for the BCKF-Interfaith Grant. (Please complete the attached budget form).

35. Attach at least one **LETTER OF RECOMMENDATION** to support your application. These letters can be from other religious leaders such as a bishop or fellow clergy, or other community or organizational leaders. They must be on the letterhead of the person making the recommendation. They must be signed and should be specific about recommending your congregation for the Bush-Clinton Katrina Fund Interfaith Grant.

Project Budget for Bush-Clinton Katrina Fund Interfaith Grant

Please submit a detailed budget on how you propose to spend up to \$200,000 on capital repairs, restoration or new construction. You may request that up to \$4,000 of the total grant be used to pay for rent of a temporary facility. Up to \$5,000 of the total grant can be allocated as an administrative stipend for the clergy leader to manage the proposed construction project. If the grant funds will support a portion of a larger project, please detail the total construction costs, and outline what the BCKF-Interfaith grant would cover. Please provide detail in any relevant category.

<u>EXPENSE (Be specific)</u>	<u>BCKF-Interfaith GRANT</u>	<u>TOTAL CONSTRUCTION</u>
Structural Repair		
Restoration		
Mold Remediation		
New Construction		
Pre-Construction		
Administrative Stipend (up to \$5,000) *		
Rent (up to \$4,000) - For temporary facility		
Other		
TOTAL		
	(Maximum \$200,000)	(Total Project Budget)

Reminder: You must attach project documentation that supports your project budget: contractor bids, estimates, bills, etc. and rental agreement (if requesting rent) with your application.

- **Describe the role and responsibilities of the clergy leader and the amount of hours that he or she will devote to the capital repair and construction of the house of worship:**

AGENCY RELEASE STATEMENT

THEREFORE, organization hereby warrants, represents, and guarantees as follows:

1. That it has been awarded the status of a 501(c)(3) charity by the Internal Revenue Service.
2. If granted, you will use the funds solely for projects approved and agreed upon, for that sole purpose.
3. Will not "pass through" this donation to another U.S. nonprofit organization, business or individual, except in the case that a denomination, judicatory or other agency has agreed to serve as the fiscal agent for the house of worship.
4. Agrees to update addresses, phone/fax numbers, email addresses, changes in authorized representatives, etc. in writing.

I have read, understand, and agree to comply with the above. The undersigned hereby warrants that he/she is a legally warranted and authorized agent of the stated organization whose name appears below and that his/her signature does hereby bind it to the terms, conditions, and limitations of this document of release.

Organization _____

Print Name & Title of Clergy

Signature _____ Date _____

Print Name & Title of Fiduciary (person with financial authority, i.e. treasurer, trustee, etc)

Signature _____ Date _____

SEND COMPLETED APPLICATION AND ALL ATTACHMENTS TO:

**Bush-Clinton Katrina Fund – Interfaith Grant
C/o Public/Private Ventures
2000 Market Street, Suite 600
Philadelphia, PA 19103**

NO APPLICATIONS WILL BE ACCEPTED AFTER JULY 31, 2006. Applications should be sent as soon as possible and will be reviewed on a rolling basis.

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION:

Call P/PV at 1-800-715-0983.

Email P/PV at BCKFinterfaith@ppv.org.

