

BISHOP'S EDUCATION ENDOWMENT TRUST - GENERAL OVERVIEW

The purpose of the Bishop's Education Endowment Trust is to support and assist the mission of the Diocese of La Crosse in providing funds for all aspects of diocesan parish and school **Catholic education**. Please complete the registration prior to the Jan. 17, 2025 deadline. Note: parish project - pastor; deanery project - dean; system school project - president or dean need to approve by Jan. 24, 2025. Unapproved applications will not be considered.

Please take a moment to reflect on each of these questions and tips regarding your grant application:

- Does the grant project benefit at least one aspect of Catholic education? (Adult Formation, Catholic School/System School, Youth Formation)
- Is the project consistent and related to the vision(s) for the future of education and formation in the Diocese of La Crosse?
- Is there a mutual investment in the project by the parish, school, or deanery?
- Is the project in collaboration with another diocesan institution? (Collaborative efforts are encouraged)
- How wide-reaching is the grant proposal; how many people will be served?
- **DO** - Limit the number of applications for each Parish, Deanery, Parish School or K-8 School System to a maximum of 2.
- **DO** - Submit **one** application for each project.
- **DO** – Copy and paste the URL address below into your web browser to apply (clicking the link might result in an error): <https://forms.gle/hHTnoc8BicDY2aLy5>
- **DO** - Include the name and affiliations of any speaker. Only grants with a named speaker and completed speaker policy will be considered.
- **DO** – Complete the speaker policy form through the Chancery Office before a formal invitation is sent to the speaker. <https://diolc.org/chancery/speaker-policy/>
- **DO** - Include the title and publisher of any books or Bibles as all publications need to be approved by the Diocese in advance of funding.
- **DON'T** - Submit an application without including an email for approval. All applications must have an approval by the pastor or dean. Exceptions will not be made.
- **DON'T** – Wait until the last minute. The online application will be **disabled by 4:30pm CT on Friday, January 17, 2025.**
- **DON'T** - Request funding for: food; salaries; credit hours earned toward a college academic degree; and *furniture*.
- **DON'T** - Request funding for high school projects. High schools receive a direct grant that does not require an application.

For questions regarding the grant applications contact Jack Felsheim at jfelsheim@diolc.org or call Darla Jereczek at 608-788-7707.

BISHOP'S EDUCATION ENDOWMENT TRUST
GRANT APPLICATION INSTRUCTIONS

The method for applying for the BEET grant for the 2025-26 fiscal year has changed from a paper application to completing an online Google Forms (application). Because the process is new, please allow yourself extra time to familiarize yourself with the new process, review the application questions and set aside time to complete the Google Form (application). The online form makes reading applications easier for all of the grant reviewers and dramatically reduces the time it takes to process the grants for review. The online portal (application) will be **disabled by 4:30 p.m. CT on Friday, January 17, 2025.**

Prior to completing a Bishop's Education Endowment Grant application, take time to review your proposed project with your pastor (parishes and parish schools); dean (deanery-wide projects); or president (system school K-8 projects). A grant approval is built into the Google Form (application). The last question asks you to enter the email address of your pastor, dean, or president to approve the application. A copy of your completed application will be emailed to them, asking for the recipient to select "approve".

You will be required to complete the online application, by answering all of the questions, **in one session.** Google Forms **does not** allow you to start the form (application), save after answering several questions and come back at a later time or day to complete the remaining questions. Once you have completed the online form, the final step is to hit the green "Submit" button. You will receive a copy of the completed form in your email. The form approver will also receive a copy of the questions and answers as part of their approval process. Your application will not be considered unless it is approved by **January 24, 2025 @ 4:30 CT.**

Below is a list of the questions that you can use to hand write answers. Once you have answered all of the questions you are then ready to begin to enter the information on the Google Form (online application).

- 1) Email: Enter the email address for the person completing the application. (If you receive an error message that your email address is not valid, complete the remaining questions and then come back and enter your email address.)
- 2) Project Title: List the exact title/name of the project (program, in-service, etc.) to be funded.
- 3) Parish/Catholic School or Deanery: Parishes and schools are alphabetized by city; deaneries are listed last.
- 4) Name of grant coordinator: Enter the name of the grant coordinator. The grant coordinator is the person responsible for the completion of the project.
- 5) Email address of the grant coordinator: Enter the email address for the grant coordinator.
- 6) Phone number of the grant coordinator: Enter the phone number of the grant coordinator.
- 7) Which group does the project service: Select the group that will be served by the project. If the project overlaps education areas, choose the one you think the project most pertains to.

The Grant Committee will make a final determination on each project area. Adult Formation (Catechist, Parents, age 19 and above), Youth Formation (age 18 and under) or Catholic Schools.

- 8) Is this the only grant application being submitted by your parish, deanery, parish school or system school: Each parish, deanery, parish school or system school (K-8) is allowed to submit two applications. If your parish, deanery, parish school or system school (K-8) is submitting more than one application please answer “yes” to this question. If your parish, deanery, parish school or system school (K-8) is only submitting one grant application please select “no”.
- 9) If you answer “no” to this question you may skip the next question regarding “ranking” and proceed to providing a brief description of the project.
- 10) If your parish, deanery or parish school or system school are submitting two grants, assign a priority to this project.: first or second. Designate each grant as your first or second priority. Due to the limited number of funds, there are times when only first requests are awarded.
- 11) Give a brief description of the project for which the grant funding is being requested: Summarize as accurately and briefly as possible. If requesting books or Bibles, include the title and publisher. Answering this question expands on the project title. The Grant Committee will request more information if needed.
- 12) Who will receive an immediate educational benefit from this project: Examples: (1) K-8 catechists; (2) students in grades K-5; (3) 40-50 adults in the deanery; (4) one religious education director and one teacher. A specific person or person’s name could be listed, but is not required.
- 13) Identify the major goal of the project: List the purposes, expected outcomes, etc.
- 14) When will the project begin (approximately). Projects may begin no earlier than May 1, 2025. The last date to request reimbursement for grants awarded is June 30, 2026. Your reimbursement request must be received on or before June 30, 2026.
- 15) Is the intent of the project to send a person(s) to a program, in service, non-credit class: Answer yes or no. Complete this question if funds will be used to send a person or persons to a program, rather to fund a program directly. Describe the person’s current and past apostolate and what the expectations are for ongoing ministry work in that area. Answer the question only if the grant will cover the expense for a person to go to a class, program, in-service, etc., rather than cover the cost of putting on a project/program, class, workshop, etc. Then describe how the person or persons has/have served the Church of the Diocese of La Crosse and how he/she or they will continue to serve. Funds requested may not include credit hours earned toward a college bachelor degree or academic degree such as a masters or doctorate.
- 16) If the full grant request is not fulfilled, can this project be modified based on a lesser funding amount: If the project cannot be modified, funding from the BEET Grant is less likely.

- 17) List each component of the project and the associated cost for this project, line by line: Give detailed budget listing line items and the expenses for each (approximations acceptable). Please do not include any portion of the budget that is related to food because food will not be awarded from BEET funds.
- 18) Enter the total grant amount being requested for this project: From the budget, list the specific dollar amount that is being requested.
- 19) Enter the email address of the pastor, dean, or president: Notice of your project will be provided to them via email for their approval. Receiving the appropriate approval provides the grant reviewers the assurance the pastor, dean or president is aware of the grant request and approves of the project moving forward. Your application will not be considered unless it is approved by **January 24, 2025 @ 4:30 CT**. If this is a parish or parish school project – the pastor is required to approve the project. If this is a deanery-wide project – the dean. If this is a system school (K-8) project – the president.

The high schools receive an automatic grant from the Bishop's Education Endowment Trust. For this reason, high school projects should be funded with the high school grant. High school grant applications will not be accepted.