

Criteria and Guidelines, 2018
Duchesne Fund for Ministry

Introduction

As members of the Society of the Sacred Heart, an international congregation, we are committed to addressing the needs of those who suffer from injustice. Our Constitutions state: “Wherever we are sent, whatever our work may be, our lives will be inspired by the love of the Heart of Jesus...expressed in a thirst for working towards justice and peace in the world in response to the cry of the poor.”

(Constitutions §13) Members of this province serve the poor and marginalized in a variety of settings. In order to extend this service, the Duchesne Fund for Ministry was established to support RSCJ and those with whom we collaborate on projects which reflect Gospel values. Duchesne Fund for Ministry grants are awarded to projects serving the poor and marginalized within the United States. (The Society’s International Solidarity Fund, Canadian Donation Fund, and some Network schools fund projects outside the United States.)

Rationale

Following the calls of the General Chapters of 2008 and 2016, the province collaborates with others to assist those who search for justice, those who seek meaning in their lives, and those who have been hurt, displaced, or excluded for reasons of poverty, violence, and destruction of the environment. Duchesne Fund for Ministry grants are awarded to:

Projects that benefit:

- women
- children
- young adults
- migrants and refugees
- undocumented persons

who suffer the effects of:

- poverty
- marginalization and abuse
- human trafficking
- homelessness
- environmental hazards

Criteria

All funded projects have an educational component.

In addition, a proposal must meet at least one of the following criteria:

- Addresses the needs of people who are poor and marginalized
- Provides programs for children and adolescents at risk
- Fosters in young adults’ social responsibility and compassion towards those in need
- Provides spiritual and human development opportunities for those who suffer abuse and oppression
- Develops sustainable environmental practices, especially the responsible use of water
- Assists the undocumented, migrants and refugees

The following may also be taken into consideration by the Committee that will review the proposals:

- The local economy and the resources available to the organization
- The number of persons served by the proposed project
- The extent to which the project addresses systemic change

Guidelines

1. As our funds are limited, priority is given to ministries that are **directly connected with the Society through an RSCJ, Associate or institution having a long term relationship with the Society.**
2. Proposals submitted by an institution or agency in which no RSCJ or Associate is currently an employee, regular volunteer or on the Board must be endorsed by an RSCJ who has a working knowledge of the project. (See Endorsement Form).
(**Please note:** An endorsement is NOT required if an RSCJ or Associate is currently an employee, regular volunteer, or on the Board of the applying institution or agency.)
3. Proposals must include evidence of **collaboration with other groups, funding from other sources, plans for on-going funding** as well as reflection and evaluation and a means of sharing the outcomes with the province.
4. **Financial information must include a complete, *balanced* budget for the proposed project.** The budget will specify sources of income and types of expense for the project. **Evidence of an audit, or the equivalent, is required to show that the organization is in good financial standing.** (If an audit is not required for your organization, please state why and attach financial statements showing Income/Expenses and Assets/Liabilities for the *entire* organization)
5. There are two types of grants: (Grants are awarded for one year.)
 - a. **Start-up Grants:** for newly established projects. The maximum award is \$20,000.
 - b. **On-Going Grants:** for ongoing projects in need of further funding. The maximum award is \$10,000.
6. Further conditions:
 - a. Normally, a project is not funded for more than two years. An On-Going Grant application with its Progress Report is used for the second (or subsequent) year grant request.
 - b. Programs that originate in other countries are not considered.
 - c. Scholarship funds, capital improvements to buildings, major travel costs are not funded. Local transportation costs, if essential, are considered.
 - d. The application form, accompanied by the RSCJ endorsement form, where necessary, is sent to Lisa Terneus at the Provincial Office:
Address:
Duchesne Fund for Ministry Committee
c/o Lisa Terneus
4120 Forest Park Avenue
St. Louis MO 63108-2809
E-mail: lterneus@rscj.org
Deadline: Wednesday, February 28, 2018, if emailed.
(If sent **by post**, it must be postmarked by **Thursday, February 23, 2018.**) (Extra material, such as brochures, will not help the application.)
 - e. Each May a Final Report form is sent to recipients of grants for projects that have been completed. **Final Reports** are due back to the Provincial House by September 1 of that year.

The Duchesne Fund for Ministry Committee, named by the Provincial Team, meets in late March to review applications and make recommendations for funding to the Provincial Team. Applicants are notified in May of grants for the coming fiscal year, September 1 to August 31.