

2018 National Catholic Sisters Week

March 8 – 14, 2018

Mini-Grant Application Form

Overview:

Following the success of the National Catholic Sisters Week 2017 Mini-Grant Program, the NCSW organization is enthusiastic to announce that we will, again, be expanding our program in 2018!

We plan to award \$87,500 in mini-grants, available in increments up to \$1,000, to organizations across the country that host celebratory events during National Catholic Sisters Week, March 8 – 14, 2018. The NCSW mission is to honor women religious through a series of events that instruct, enlighten, and bring greater focus to the lives of these incredible women.

Organizations that wish to hold a local NCSW event can develop programs that are tailored to the types of sisters, communities, and resources available at hand.

We are interested in supporting events that focus on the lives of women religious today: their lives of prayer and spirituality; the charism of religious communities and how that is being lived out today; their varied ministries; their commitment to those who are poor; their work for justice; etc. Events that focus on the history of their congregations and traditional ministries are also important. They help the public to see how sisters have contributed to American society as leaders in the Church, in education, in healthcare, and many other arenas. We welcome events of any type, and encourage organizations to think about creative ways to celebrate sisters for the entire week.

For event inspiration, please browse our past event listings, located here:
<http://nationalcatholicsistersweek.org/events-all.php>

Grant Guidelines:

- All grant submissions must be received by November 1, 2017.
 - Awardees will be notified by December 1, 2017.
 - Funds will be distributed by January 15, 2018.
- All events must be held during March 8 – 14, 2018.
- Grantees are committed to doing the following:
 - Promoting and publicizing their events to the appropriate audiences.
 - Posting their events on the NCSW website
 - <http://www.nationalcatholicsistersweek.org/create-event.php>
 - Document their event via and social media through use of photography, video, and audio as available (and as skills allow).
 - Completing a post-event evaluation form and actualized budget form, once event has been completed.
- For event ideas and planning tools visit:
 - <http://www.nationalcatholicsistersweek.org/get-involved.php>

Grant Submission Instructions:

Please complete all sections of the grant coversheet.

The grant coversheet must be accompanied by a narrative portion (no more than 3 pages) that answers the following questions:

1. Describe your organization's mission and size, as well as a description of the populations served (if applicable).
2. Describe the type of event that you are planning. Please include:
 - a. A description of the event and the intended audience.
 - b. A description of how you plan to promote and advertise the event in your local area.
 - c. A description of the local resources you plan on working with and/or utilizing, including:
 - i. Communities of local sisters.
 - ii. Local organizations.
 - iii. Any support your organization will offer (space, etc.).
3. Please describe the impact that the event will have on your organization/audience.

Finally, please include a completed budget form with detailed estimates of event costs. Please note that the maximum mini-grant amount is \$1,000.

Submissions can be sent via e-mail to: contact@nationalcatholicsistersweek.org

Or via regular mail to:

National Catholic Sisters Week
MiniGrant Submission
Attention: Molly Hazelton
Saint Mary's University of Minnesota
2540 Park Avenue
Minneapolis, MN 55404

NCSW 2018 Mini-Grant Coversheet (to be included with narrative)**Contact Information:**

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Contact: _____

Title: _____

Phone: _____ E-mail: _____

Organizational Information:

Organization Type (Please Select One):

 K-12 School Parish/Diocese College/University Healthcare Organization Charitable Organization Community of Women Religious Other: _____

Organization Size: _____

Social Media Contact Information:

Please list organization usernames on the following platforms (if applicable):

Facebook: _____

Twitter: _____

Instagram: _____

Other (Please include platform name): _____

Event Information:

Event Title: _____

Event Date: _____

Brief Event Description (2-3 sentences): _____

Event Audience (include estimated number and types of attendees): _____

How did you hear about the NCSW Mini-Grant Program? _____
