

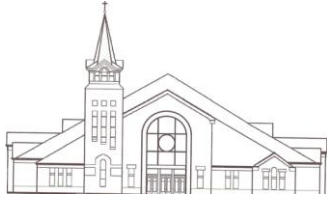


## St. Joseph Parish – Cottleville

1355 Motherhead Road  
St. Charles, Missouri 63304-7686  
636-441-0055

### Tithing Outreach Program Guidelines

1. The program supports various charitable organizations within and beyond St. Charles County. All organizations must have a philosophy and goals that are consistent with Catholic Church teaching.
2. In determining which organizations will receive grants, The Tithing Outreach committee will give highest priority to those charities that serve the poor, that are locally based, and that have a demonstrable, immediate financial need. National organizations are not eligible. St. Joseph parish organizations are not eligible. In addition, organizations that are connected to our parish, such as the Boy Scouts, the Girl Scouts, and the Knights of Columbus, are not eligible.
3. Parishioners wishing to request funds for their charitable organization should provide the charity with this form. Charities must provide all information listed below and complete the attached "Tithing Outreach Application Form".
4. Grants are awarded yearly. All requests for assistance are due by June 30 each year. Grants will be announced by August 15 and payouts are typically made quarterly – September 30, December 31, March 31 and June 30. Funds may be available for annual or semi-annual distribution on a limited basis if your charity has special operational or timing needs. Organizations must reapply each year.
5. Depending on the number of requests, we might not be able to donate money to every organization requesting a gift or give the full amount requested.
6. Grants must be used for direct charitable work/program costs of the organization. No funds will be provided for administrative or overhead costs including but not limited to compensation of existing or new employees.
7. All charities must provide the following information:
  - a. Completed Tithing Outreach Application Form (attached)
  - b. The mission statement and description of the organization, its history, sources of support and communities/individuals served.
  - c. A list of the organization's current Board of Directors.
  - d. A copy of the 501(c)(3) federal tax exemption letter of determination.
  - e. A current financial statement.
  - f. A description of the program or project for which the applicant seeks funding including objectives of the program, the needs of the community to be filled, a timetable of the program, and the scope of the services to be provided (this can be provided on the attached form or with additional documentation as needed).
8. All paperwork should be sent to: St. Joseph-Cottleville Parish, Attn: Finance Council, 1355 Motherhead Rd., St. Charles, MO 63304. If you have any questions or require additional information, please contact Mark Forhan, Tithing Outreach Program Chair, at 314-373-2952.



# St. Joseph Parish – Cottleville

## Tithing Outreach Application Form

**Please type/print clearly and completely. Completion of this form does not guarantee a donation of any or all amount requested.** See "Tithing Outreach Program Guidelines" for complete information on eligible organizations, annual deadlines, etc.

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Executive Director: \_\_\_\_\_

Grant Requestor/Title: \_\_\_\_\_  
*(if different from the Executive Director)*

Federal ID #: \_\_\_\_\_

St. Joseph Parishioner Contact Name \_\_\_\_\_

St. Joseph Parishioner Phone and/or e-mail \_\_\_\_\_

Amount of funds requested: \_\_\_\_\_

Timing of funding requested\* (circle one):    quarterly        semi-annually        annually  
(If not quarterly, please state reason: \_\_\_\_\_ )

Please describe in detail what the funds will be used for (attach a sheet if more space is needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has St. Joseph-Cottleville contributed to your organization in the past? \_\_\_\_ Yes \_\_\_\_ No  
If yes, please include amount and year of most recent gift: \_\_\_\_\_

**Completed forms should be mailed to St. Joseph Parish, attn: Finance Council, 1355 Motherhead Rd, St. Charles, MO 63304.**

\* Grants are paid out on a quarterly basis but can be paid out annually or semi-annually if necessary