



## Parish and/or School Emergency Aid Fund Request for Funding Application

### PART I: PARISH/SCHOOL INFORMATION

Name \_\_\_\_\_ Title \_\_\_\_\_

Parish/School \_\_\_\_\_

Street \_\_\_\_\_

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

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

*The following questions in Part II and Part III are to be answered on the application with as much detail or support information as possible. Attach any additional documentation that you think would be helpful.*

### PART II: PROJECT DESCRIPTION

Emergency Situation:

What Has Been Done:

What Needs to be Done:

### PART III: FINANCIAL INFORMATION

Explain the parish/school financial situation:

Have you asked your parishioners for assistance? If “No”, why not?

Have you asked the Archdiocese for a loan? If “No”, why not?

Do you have a parish pastoral plan? ☐ Yes ☐ No

*Note: If you have answered “No” and funds are granted, you will need to meet with the Stewardship and Development Office to develop and implement a Parish Pastoral Plan.*

Was this issue (Emergency situation) addressed in your pastoral plan? ☐ Yes ☐ No

How much money do you have in savings:  
(Does the parish have 3 months of operating expenses?)

\$

Insurance Amount Applied:

\$

Estimated Emergency Expense:

\$

**REQUESTED AMOUNT:**

\$

**Completed Applications need to be submitted to:**

**Clergy Advisory Committee  
c/o Office of Stewardship and Development  
Archdiocese of Kansas City in Kansas  
12615 Parallel Parkway  
Kansas City, Kansas 66109-3748  
Email: [stewdev@archkck.org](mailto:stewdev@archkck.org)**

**Criteria for Evaluation of the Emergency Aid Requests**

*Although all recommendations for grants are approved or not approved by the Archbishop, the following issues will be considered when reviewing applications and making recommendations for grants of emergency aid funds:*

- Emergency is defined as “situation that occurs beyond the control of the parish or school”
  - Is the situation a result of “deferred” or “delayed” maintenance?
    - Deferred maintenance items generally do not qualify as emergency situations, but in some instances the request may be granted.
    - Determine whether delayed maintenance will prove to be an emergency matter.
- Financial resources – review of parish/school finances with CFO
  - Has the parish considered applying for a loan from the archdiocese to offset the unexpected expense?
  - Has a special appeal been made to the parishioners for the funds for the repair?
  - Are funds available in savings?
- Capital improvement/repair estimates
  - The estimates and invoices are subject to review with the archdiocesan real estate and construction office.
  - Have the appropriate number of bids been obtained per the archdiocesan handbook?
- General Criteria
  - Determine parish/viability as indicated by the Regional Pastoral Plans.
  - Determine the frequency of the requests.
  - Awards may be allocated between grants and loans.

**OFFICE USE ONLY Review/Approval/Comments**

Clergy Advisory Committee	Date _____
Finance Office	Date _____
Real Estate and Construction Office	Date _____
Mission Strategy Office	Date _____
Vicar General	Date _____
Previous Application Dates	Date(s) _____
Award Grant _____ Loan Grant _____	Date _____