VISION STATEMENT  Felician Services, Inc., will be a catalyst for innovation and positive change, collaboration with ministry leadership to identify and empower religious and laity in sustaining ministries in the Felician Sisters’ heritage.

MISSION STATEMENT  Felician Services, Inc. empowers, challenges and supports leadership to further the spiritual renewal of society.

FELICIAN CORE VALUES FOR MINISTRY  support the Felician Mission and describe some specific ways that demonstrate our values in action as a ministry of the Catholic Church. When we do this, we better the human condition, repair social conditions that hinder fullness of life and respond to the needs of the whole person. These are the very foundation from which all decisions, actions and behaviors flow.

RESPECT FOR HUMAN DIGNITY  Our reverence for and commitment to promoting and protecting the dignity of persons, requiring us to:
- Promote the sacredness and worth of all human life.
- Treat all people with dignity & respect without regard to age, gender, race, economic status or religious tradition.
- Communicate and demonstrate integrity, fidelity, trust and truthfulness in all we do.
- Foster an environment that supports retention of qualified and committed employees.

COMPASSION  An empathetic consciousness of others expressed in caring service, requiring us to:
- Respond with empathy to the needs of others.
- Demonstrate concern for the powerless and vulnerable.
- Provide services that are holistic, responding to the needs of body, mind and spirit.
- Support one another, entering into another’s joy and sorrow.

TRANSFORMATION  The process that encourages an open mind and heart, leading to continuous improvement of the person and ministry, requiring us to:
- Seek to continuously improve our services.
- Use best practices to help the ministry achieve its goals.
- Maintain competencies and skills that support excellent service.
- Place the common good above personal convenience.
- Respectfully challenge colleagues/co-workers to consistently uphold our ministry’s mission and values.
- Work in a spirit of teamwork and collaboration to achieve organizational goals.

SOLIDARITY WITH THE POOR  Ensuring the needs of the poor and vulnerable are met through advocacy and action, requiring us to:
- Advocate for public policy that provides basic services for those with limited resources.
- Be wise stewards of resources and human talent.
- Seek to anticipate, understand and respond to individual, organizational and community needs.
- Offer services to the poor consistent with available resources.
- Advocate for fairness regarding human rights for those without a voice in society.
- Increase our awareness of the existence and experience of poverty in our ministries and the communities in which we serve.

JUSTICE & PEACE  Forging right relationships ... re-creating a sustainable environment ... promoting the common good ... all in the pursuit of peace, requiring us to:
- Align our words and actions with our Mission and Core Values.
- Advocate for social change that promotes respect for all persons.
- Work together with people who support common values to achieve shared goals.
- Promote a just and respectful environment and institutional policies that recognize the rights and responsibilities of everyone.
- Advocate for systems and structures that are attuned to the needs of the vulnerable and disadvantaged and that promote a sense of community among all persons.

STRATEGIC IMPERATIVE 1  Strengthen the impact of the Felician-Sponsored Ministries in responding to the needs of the time with a preferential option for the poor and marginalized while actively pursuing collaborations and partnerships with Felician and non-Felician ministries.
PURPOSE & INITIATION OF THE ST. FRANCIS FUND OF FELICIAN SERVICES, INC. The purpose of the Fund is to provide financial assistance in developing new and positive initiatives to help address unmet or underserved community needs.

Since their beginning over 150 years ago, the Felician Sisters have responded wholeheartedly to their special calling—that of ministering to the sick, the dying, and those outcast by society. Every century has had its share of poor, elderly, and marginalized—ours is no exception. Today, as in the past, the Felician Sisters, and those who minister with them, are committed to discovering the unmet needs of the community.

The Fund was created and authorized by the Felician Services Board in 2011 to be initiated in FY 2013 (beginning July 1, 2012). After two years of funding, the criteria were revised by the St. Francis Fund Review Committee in FY 2015. It offers to the leadership of the Felician-Sponsored Ministries the financial assistance needed to start new initiatives (projects and programs) that promote and advance the Felician Mission and Core Values through community-based efforts.

CRITERIA FOR GRANTS Grant applications will be evaluated based upon the following specific criteria:

1. Initiated by Felician Services, Inc., or one of its sponsored ministries, or a ministry, or individual considered to be a collaborative member of Felician Services, Inc.
2. A new and positive initiative that addresses unmet or underserved community needs and is not an already established program/project.
3. Financial assistance to initiate programs, including start-up costs.
4. Consistent with the Mission and Vision of the Ministry and the Felician Core Values.
5. Demonstrates a commitment to serve the poor and disadvantaged.
6. Demonstrates a commitment to use all grant money to initiate a ministry that furthers the Mission and Vision of the Ministry and the Felician Core Values.
7. Preference will be given to:
   - Applications that indicate outcomes for the poor and disadvantaged;
   - Applications that demonstrate collaborative models;
   - The ministerial pathways of education, health, shelter, and social services;
   - Applications that demonstrate the potential to become substantially self-supporting;
   - Ministries that are to be developed within the geographic service areas of the Felician-Sponsored Ministries, unless otherwise determined by Felician Services.
8. Grants for the same program need to be re-submitted each year with an accountability report.
9. Defines clear goals/objectives and expected outcomes.

At its discretion, the Fund Committee may waive or modify one or more of these criteria.
APPLICATION PROCESS  Following the filing deadline of October 30th of each grant year, completed proposals will be evaluated by the Fund Committee to see if they have met minimum general criteria for eligibility. This committee will use a scoring tool to prioritize all grant requests that have met the criteria.

The Fund Committee will award funding in January of each grant year. The Committee will make a recommendation to the Felician Services Board who will make the final decision on which proposals are funded and how much to award. Ministries may be asked for additional information anytime during this application process. Fund programs will be notified in January and distribution of funds occur in June.

DISBURSEMENT OF FUNDS If a grant application is funded by the Fund Committee, the ministry will receive a letter of notification and a Grant Acceptance document in January of each year. The Ministry must sign the Grant Acceptance document and return it to the CEO of Felician Services. Upon receipt of the signed document, disbursement of funds will be issued for the amount approved by the Fund Committee.

Grant funds may not be used for purposes other than those stated in the grant proposal without written approval, in advance, from the Fund Committee. Requests must be made in writing to the Fund Committee. If grant funds are used for any other purpose without expressed permission, the ministry will be required to return the entire grant to the Fund. If all or a portion of the grant money was not spent, the Ministry CEO/CAO should contact the CEO of Felician Services to make a determination regarding monies not spent.

The St. Francis Fund Committee shall be appointed by the Felician Services Board of Directors and the Board Chair of Felician Services, Inc. will appoint an independent member of the Felician Services Board to serve as the Chairperson of the Fund Committee.

PREPARING THE APPLICATION On average, the SFF Grant Committee will receive over 1000 pages of material for their review. Applications which demonstrate thoughtful research and synthesis will receive favor over applications which provide links or provide whole copies of materials from other agencies.

It is in the ministry’s best interests to either pull together external information through a synthesized summary. The ministry should consider this an opportunity for it to put its best foot forward.
### YEARLY TIMETABLE

Here is the timetable for grants awarded in FY 2017.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30, 2017</td>
<td><strong>Online Application opens</strong> in the <a href="#">Ministry Knowledge Center - Resources</a>.</td>
</tr>
<tr>
<td>October 27, 2017</td>
<td><strong>Proposals due through</strong> link found online in the <a href="#">Ministry Knowledge Center - Resources</a>. <strong>Mid-Year Reports due for FY16 grantees who seek an additional year of funding in FY17.</strong> Link also available in the <a href="#">Ministry Knowledge Center - Resources</a>.</td>
</tr>
<tr>
<td>November 2017</td>
<td><strong>Evaluated for meeting criteria and, if so, scored and prioritized by the Fund Review Committee.</strong></td>
</tr>
<tr>
<td>December 2017</td>
<td><strong>Recommendation of proposals and awarding of grants by the Fund Committee to the Felician Services Board.</strong></td>
</tr>
<tr>
<td>December 2017</td>
<td>The Felician Services Board will be approve the grant recipients.</td>
</tr>
<tr>
<td>January 2018</td>
<td><strong>Notification of awards</strong> following Felician Services Board Meeting.</td>
</tr>
<tr>
<td>June 2018</td>
<td><strong>Distribution of funds.</strong></td>
</tr>
<tr>
<td>January 2019</td>
<td><strong>A Mid-Year Accountability Report is due</strong> showing progress of FY 2018 recipients towards the implementation of program, fund expenditures to date and plans for any remaining funds.</td>
</tr>
<tr>
<td>July 31, 2019</td>
<td><strong>A Year-End Accountability Report is due</strong> comparing actual results achieved against goals/objectives and expected outcomes that were included in the original application; including the number of people served, qualitative value-based outcomes, financial results compared to budget and complete details on how funds were expended.</td>
</tr>
</tbody>
</table>

*New Initiative Executive Summary* continues on the next page.
Prior to submitting your application, we strongly advise all Ministry Leaders to share a *New Initiative Executive Summary* paper with their local Advancement Committees and local Boards before submitting the application. Here’s the *New Initiative Executive Summary* template. This document is not submitted to Felician Services.

<table>
<thead>
<tr>
<th>Ministry:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
</tr>
<tr>
<td>Amount Requested: $</td>
</tr>
<tr>
<td>CEO/CAO</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Senior Ministry Advisor</td>
</tr>
<tr>
<td>Annual Operating Budget $</td>
</tr>
<tr>
<td>Amount Requested $</td>
</tr>
<tr>
<td>Total Project Cost $</td>
</tr>
<tr>
<td>To be used for:</td>
</tr>
</tbody>
</table>

Why did the ministry choose this initiative?

Whom does this initiative serve?

How is this initiative a response to Strategic Imperative 1?

Which organizations will collaborate with the ministry on this initiative?

How will the ministry know if the initiative is successful?

*Application Reference Guide* continues on the next page.
Name of Ministry:  

Name of Project:  

Is this the first year for this project proposal or is it a project in its second or third year seeking continuation of a SFF grant that the ministry has previously earned? Please note: requests may not exceed three years. If it is existing, Felician Services will send a link to complete your Mid-year Report as well for the Committee’s review.  

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
</table>

Provide the names of collaborating Felician-Sponsored Ministries, organizations, or agencies.  

Provide approximately 3-5 fields  

Amount requested:  

To be used for Operating or Capital?  

Operating  

Capital  

Total Project Cost:  

Annual Operating Budget:  

$  

CEO/CAO:  

CEO/CAO Email:  

Contact person & Title (if different from CEO/CAO):  

Contact person Email:  

Person completing online application (if different from CEO/CAO and/or contact person):  

Person completing online application Email:  

Senior Ministry Advisor:  

VP of Mission Integration:
A. BEGINNING SOMETHING NEW & POSITIVE TO ADDRESS PROBLEM & NEED
Describe the how the problem to be addressed aligns to the ministry’s mission and vision, and answer the following questions:
- What are the unmet/undermet needs in the community that this project/program addresses?
- How will the program/project help meet these needs?
- Provide supporting data that documents community needs.

Prepare response to copy/paste to online form:

List any documents to upload as supporting data. Reminder: please do not simply provide links. A synthesized analysis of the problem and need is welcomed.

B. POPULATION SERVED: QUALITATIVE & QUANTITATIVE
- Describe who will be served through this project/program (for example, you could include information on gender, age, income, etc.).
- Explain how the population being served demonstrates a commitment to serve the poor and disadvantaged.
- Indicate the number of individuals who will be served.

Prepare response to copy/paste to online form:

Number of individuals who will be served:
C. ALIGN PROJECT GOALS TO STRATEGIC PLAN AND TO MEASURABLE OUTCOMES

Identify at least one project goal, but no more than three, and draw a relationships to the Felician-Sponsored Ministry’s Strategic Plan. Include the measurable outcomes. Please do not submit the ministry’s strategic plan.

- What will be increased?
- What will be decreased?
- What will be improved?
- What will be mitigated?

Prepare response to copy/paste to online form:

<table>
<thead>
<tr>
<th>PROJECT GOAL</th>
<th>RELATIONSHIP TO STRATEGIC PLANGOAL OR ACTION</th>
<th>MEASURED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

List any documents to upload as supporting Goal information. Reminder: please do not simply provide links. A synthesized analysis of the problem and need is welcomed.

D. PROGRAM/PROJECT DESIGN EXECUTION

Describe how the ministry would execute on this vision, including staffing, marketing, recruitment for the program/project, etc.

Prepare response to copy/paste to online form:
E. DEFINING COLLABORATION

Describe how collaboration will help to actualize this program/project. Please cite all collaborative partners.

Prepare response to copy/paste to online form:

REQUIRED: Provide the Email addresses for collaborating partners. They will receive an Email seeking their endorsement.

F. PROGRAM/PROJECT BUDGET (ATTACHMENT)

Provide information on overall program/project costs. If you need a template, please contact us at stfrancisfund@felicianservices.org.

Required attachment

- PDF of spreadsheet explaining how budget will be used

For ministries with partnerships or sponsorship agreements whose Strategic Plans are not approved by the Felician Services Board: (HNMCS, Villa Maria College, St. Felix Centre, McGuire Memorial, Felician Wellness Center, United Stand, and St. Mary’s Good Samaritan), please do submit your operating budget, if available.

G. PROGRAM/PROJECT SUSTAINABILITY

- Specify plans for financing the program/project at the termination of the grant.
- List other funding sources or strategies being developed.

Prepare response to copy/paste to online form:
Required Email addresses to provide recommendations:
- CEO or CAO
- Board Chair

Optional Email addresses:
- Email address of anyone else providing a Letter of Recommendation (Advancement Committee/Chair, etc.)

Optional Attachments:
- Timeline
- Evaluation Tools (surveys, feedback forms, pre-post tests)
- Other

Final Form Checkbox:
The final box on the form states:
- Please check here to indicate that the Ministry CEO or CAO has approved and endorsed this grant application.

Rubric for Committee continues on the next page.
Rubric for Committee: Before completing the entire rubric, the St. Francis Fund Committee Members are invited address the following before continuing their scoring. We encourage the ministries to review their materials against the rubric prior to submitting the proposal.

<table>
<thead>
<tr>
<th>Category</th>
<th>Select one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to the Poor &amp; Disadvantaged:</td>
<td>Yes</td>
</tr>
<tr>
<td>Substantially articulates that there is a commitment to the poor and disadvantaged.</td>
<td></td>
</tr>
<tr>
<td>Required Attachments:</td>
<td>All present</td>
</tr>
<tr>
<td>All required attachments are present and indicate authenticity from the sender(s).</td>
<td></td>
</tr>
<tr>
<td>Content, Logic, Clarity &amp; Grammar:</td>
<td>Professional</td>
</tr>
<tr>
<td>Proposal is highly organized and demonstrates high-quality grammar, usage, and mechanics.</td>
<td></td>
</tr>
<tr>
<td>As a committee member, I support this application:</td>
<td>Enthusiastically</td>
</tr>
</tbody>
</table>

**CRITERIA**

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>An exemplary application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. BEGINNING SOMETHING NEW &amp; POSITIVE TO ADDRESS A PROBLEM &amp; NEED</td>
<td>Communicates a need that addresses unmet/undermet community needs, a proposal to support them, and significant supporting data and document; articulates how program is a new and positive initiative for ministry. Clearly articulates and alignment to the ministry’s mission &amp; core values.</td>
</tr>
<tr>
<td>B. POPULATION SERVED: QUALITATIVE &amp; QUANTITATIVE</td>
<td>Articulates who the beneficiaries of this service program will be; provides genders, ages, income, geography as well as the number of people served. Communicates how the people doing service are also served.</td>
</tr>
<tr>
<td>C. ALIGN PROJECT GOALS TO STRATEGIC PLAN TO MEASURABLE OUTCOMES</td>
<td>Aligns goals to elements of the strategic plan. The program provides suggested measurable quantitative data and qualitative data; adequately addresses how the ministry will track progress, results, success, and effectiveness.</td>
</tr>
<tr>
<td>D. PROGRAM/ PROJECT DESIGN EXECUTION</td>
<td>Articulates how the ministry has a clear plan on how it would execute this vision, including staffing, marketing, recruitment for the program/project, etc.</td>
</tr>
<tr>
<td>E. DEFINING COLLABORATION</td>
<td>Defines clearly the roles of other Felician-Sponsored Ministries or other collaborative partners.</td>
</tr>
<tr>
<td>F. BUDGET</td>
<td>Provides a breakdown of items with costs clearly explained. Budget matches proposed activities. Other sources of support and revenue, if any, are clearly listed.</td>
</tr>
<tr>
<td>G. PROGRAM/ PROJECT SUSTAINABILITY</td>
<td>Provides a forward-looking approach to program sustainability, including identifying other methods and strategies for fund development.</td>
</tr>
</tbody>
</table>