



Information and Application Guidelines

Catherine Donnelly Foundation Application Guidelines

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Part 1 – Background and General Information

1. History

The Catherine Donnelly Foundation, established in 2003, is the financial legacy of The Sisters of Service. It honors and extends the mission of the Sisters of Service and their foundress Sister Catherine Donnelly.

Sister Donnelly was a remarkable religious leader and pioneer who advocated for many community-based programs and services to respond to the needs of immigrants coming to Canada. She was a forward thinking role model and at times her radical approach took the Sisters of Service beyond the prevailing norms of religious women of her day.

Through the Sisters of Service endowment, the Catherine Donnelly Foundation will continue the unique history of missionary service in Canada so as to celebrate, honour and extend the Vision, Mission and Values of the Sisters of Service.

2. Philosophy

The motto of the Sisters of Service, 'I Have Come to Serve' is derived from the Gospel text that *Christ did not come to be served but to serve* (Mk 10:45). For the Sisters of Service, our Call and Charism have been to serve the people of God especially those in greatest need – a service characterized by humility and zeal for the Kingdom of God (SOS Constitutions). The mission of the CDF is rooted in the inspiration of the Sisters of Service and in the belief that every person has inherent dignity and worth by virtue of being created in God's image and likeness. We believe that every person is entitled to live a dignified human life, which includes the right to adequate housing, quality education and a healthy environment.

3. Scope & Focus

The Catherine Donnelly Foundation has been established to provide a long-term way to serve specific community needs anywhere in Canada. Generally The Catherine Donnelly Foundation will use its endowment to fund projects/programs that address community needs in three primary areas (See Appendices 1 to 3 for more detail):

3.1 Housing Initiatives

The Foundation will consider applications for programs or initiatives intended to assist low-income persons/families within transitional housing settings.

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3.2 Adult Education Advancement Initiatives

The Foundation will consider applications from groups and organizations that use adult education processes to address the needs of new Canadians and marginalized or excluded populations.

3.3 Environmental Enhancement Initiatives

The Foundation will consider applications that advance interfaith and/or multicultural cooperation on ecological issues; promote public engagement in environmental education and advocacy; advance community based environmental research; advocate ecologically sustainable communities that advance and model ecological integrity.

4. The Biases of The Catherine Donnelly Foundation

4.1 Dignity of the Person

The Foundation will fund projects that recognize the inherent dignity of the person and the human capacity: to take charge of one's own development, to participate in the execution of the project and to contribute to the common good.

4.2 Spirituality of Service

The inspiration for the Sisters of Service is “not to be served, but to serve” (MK 10:45). The Foundation will support projects responding to the real needs of people in each of the program areas that demonstrate service with compassion and justice.

4.3 Proactive, Creative, Imaginative

The Foundation will support promising initiatives that demonstrate proactive, creative and imaginative responses to needs in the three program areas.

4.4 Root Causes

The Foundation will support undertakings that address systemic or root causes of needs in each of the three program areas.

4.5 Synergy

The Foundation prefers creative projects and/or initiatives that address more than one of the program areas.

4.6 Earth’s Ecological Balance and Environmental Sustainability

The Earth mediates the Divine; therefore, the Foundation is biased toward projects that strive to contribute to the critical need for ecological balance and environmental sustainability out of a profound conviction that a fundamental shift toward a more holistic, earth-centered value system is imperative.

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Part 2 - Application Guidelines

Please read all of the following information before submitting an application.

As a first step we request that potential applicants applying to the ***Housing, Adult Education and Environment areas of focus*** submit a ***letter of inquiry (section 3)***. If the project falls within the Foundation's biases and program areas, the applicant may be asked to provide a full proposal.

Potential applicants are strongly advised to contact the Foundation office prior to submitting a letter of inquiry or grant application. We reserve the right to reject letters of inquiry or full proposals that do not follow these instructions.

1. General Criteria

The Foundation seeks applicant organizations that:

- Are registered Canadian charities
- Can provide evidence that their operative values are consistent with those of the Catherine Donnelly Foundation
- Work in areas where the needs are greatest
- Work with persons not served or reached by traditional programs
- Are undertaking projects or programs that have promise as a model for imitation in other Canadian communities and will train others to set up similar programs
- Partner with other like valued organizations to achieve shared goals

2. General Exclusions

The Catherine Donnelly Foundation will not consider funding the following:

- Retroactive funding
- Fund raising campaigns
- Operating deficits
- Projects outside of Canada
- Emergency appeals
- Purely commercial recordings or film projects

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3. Application Process –

A) Housing Initiatives

Part One

Applicants seeking a grant in this area are **required to submit a brief letter of inquiry (maximum of two pages; letters over two pages will not be considered)**. This pre-proposal inquiry letter should contain the following:

- i. Letter of Inquiry Cover Page (Housing)
- ii. Letter of inquiry (maximum of two pages), which includes:
 1. A brief description of how the project achieves the goals of the Foundation;
 2. A short overview of the project or purpose for which assistance is requested;
 3. The organization's history and objectives, and;
 4. A brief budget and time-line of activities.

Letters of inquiry must be submitted as original, signed hard copies and as electronic copies to info@catherinedonnellyfoundation.org by their respective due dates. (Due dates are posted on the website at www.catherinedonnellyfoundation.org and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly.) The Foundation cannot offer extensions on the due dates under any circumstances.

Part Two

Those organizations invited to submit full proposals **should fill out the Housing Grant Application Form** and return it by the deadline indicated below. (*Please note*- application deadlines are subject to change. Check for current deadlines on our website at www.catherinedonnellyfoundation.org) Be sure to provide the attachments requested in the “Financial Information” section of the Housing Grant Application form. The CDF reserves the right to refuse incomplete applications.

Please note that the Housing Initiatives area of focus of the Catherine Donnelly Foundation does not currently fund:

- Capital campaigns (construction/renovation)

A) Adult Education Advancement Initiatives

Part One

Applicants seeking a grant in this area are **required to submit a brief letter of inquiry (maximum of two pages; letters over two pages will not be considered)**. This pre-proposal inquiry letter should contain the following:

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- i. Letter of Inquiry Cover Page (Adult Education)
- iii. Letter of inquiry (maximum of two pages), which includes:
 1. A short overview of the project and purpose for which assistance is requested;
 2. A brief description of how the project achieves the goals of the Foundation;
 3. Briefly, your philosophy of adult education and the role it plays in your project;
 4. The mission and/or vision of your organization
 5. A brief budget and time-line of activities.

Please note that the Adult Education Advancement Initiatives area of focus of the Catherine Donnelly Foundation does not fund:

- Counseling (one on one or group)
- Job skills training (including on the job learning)
- Vocational training
- Children and youth literacy/educational programs

Letters of inquiry must be submitted as original, signed hard copies and as electronic copies to info@catherinedonnellyfoundation.org by their respective due dates. (Due dates are posted on the website at www.catherinedonnellyfoundation.org and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly.) The Foundation cannot offer extensions on the due dates under any circumstances.

Part Two

Those organizations invited to submit full proposals **should fill out the Adult Education Grant Application Form** and return it by the deadline indicated below. (**Please note-** application deadlines are subject to change. Check for current deadlines on our website at www.catherinedonnellyfoundation.org) Be sure to provide the attachments requested in the “Financial Information” section of the Adult Education Grant Application form. The CDF reserves the right to refuse incomplete applications.

C) Environment Enhancement Initiatives

Part One

Applicants seeking a grant in this area are **required to submit a brief letter of inquiry (maximum of two pages; letters over two pages will not be considered)**. This pre-proposal inquiry letter should contain the following:

- i. Letter of Inquiry Cover Page (Environment)
- iv. Letter of inquiry (maximum of two pages), which includes:
 1. A brief description of how the project achieves the goals of the Foundation;
 2. A short overview of the project or purpose for which assistance is requested;

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3. The organization's history and objectives, and;
4. A brief budget and time-line of activities.

Letters of inquiry must be submitted as original, signed hard copies and as electronic copies to info@catherinedonnellyfoundation.org by their respective due dates. (Due dates are posted on the website at www.catherinedonnellyfoundation.org and may change from time to time. Currently the Foundation accepts letters of inquiry twice yearly.) The Foundation cannot offer extensions on the due dates under any circumstances.

Part Two

Those organizations invited to submit full proposals **should fill out the Environment Grant Application Form** and return it by the deadline indicated below. (*Please note*-application deadlines are subject to change. Check for current deadlines on our website at www.catherinedonnellyfoundation.org) Be sure to provide the attachments requested in the "Financial Information" section of the Environment Grant Application form. The CDF reserves the right to refuse incomplete applications.

4. Application Review Process

- A Review Committee will evaluate completed applications for their coherence with CDF objectives and criteria and then make recommendations to the Catherine Donnelly Foundation Board.
- The CD Foundation Board will meet twice annually to determine successful applications based on the recommendations of its committees.

5. Application Deadlines

- Please check the foundation's website at www.catherinedonnellyfoundation.org/apply.html for Letter of Inquiry deadlines as they are subject to change. Do not submit a full application unless asked to do so.

Please note that the Foundation cannot offer extensions on the due dates under any circumstances. Applications must be received in the CDF office by the due date either electronically or by mail.

6. Responsibilities of Successful Applicants

Funding Recipients will be required to enter into an agreement with the Foundation laying out the Terms and Conditions of the support, along with communication, accountability and evaluation requirements.

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7. Multi-Year Funding Policy

Currently the Foundation does not provide multi-year funding. Successful grant recipients are welcome to reapply for funding once the Terms and Conditions of their grant are met, including the submission and approval of a Final Report.

8. Communication

Applications should be forwarded to:

Valerie Lemieux, Grants & Communications Manager

The Catherine Donnelly Foundation
12 Montcrest Boulevard
Toronto, Ontario
M4K 1J7
info@catherinedonnellyfoundation.org

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Appendix 1: Housing Initiatives

The Foundation will consider applications for programs or initiatives intended to assist low-income persons/families within transitional housing settings.

Housing Values & Objectives

The Catherine Donnelly Foundation wishes to support transitional housing initiatives that provide services to residents - whether individuals or families - that may enable them to move successfully to more stable housing.

Desired services may include but are not restricted to:

- Developing self-reliance and independent life skills
- Acquiring work experience
- Health care and/or addiction treatment
- Child care
- Counselling

The Foundation will also consider projects related to research, education and advocacy designed to address the causes of the scandalous lack of affordable housing in Canada.

The value of a proposed transitional housing initiative is particularly enhanced if it has the potential for wide imitation

Appendix 2: Adult Education Advancement Initiatives

The Foundation will consider applications from groups and organizations that use adult education processes to address the needs of new Canadians and marginalized or excluded populations. It will also consider applications from Catholic Religious Education programmes and other organizations dedicated to dialogue and interaction with other religious traditions for the understanding and integration of Christian faith and life in a spirit of ecumenism.

Adult Education and Learning Values & Objectives:

The contemporary role of adult education and learning is to promote active citizenship, democracy, dialogue, personal and social transformation by developing the critical consciousness and skills required to promote a more just, equitable and sustainable society in Canada. The Catherine Donnelly Foundation takes a proactive approach to adult education, viewing it as an important tool to address the most pressing social, environmental, cultural and community development problems and concerns today. The Foundation will support groups, projects and initiatives that use adult education and participatory/community forms of research to:

- Enable the poor and marginalized to collectively address contemporary problems and issues of racism, poverty, violence, isolation and other forms of oppression and exclusion;
- Promote the active engagement of people in identifying solutions to their own problems;
- Develop social skills and knowledge of people to engage in community development and/or become more active citizens;
- Develop critical adult literacy skills;
- Promote Catholic Education programmes and organizations that support the Christian mission of peace, human rights, equity and social justice through interfaith dialogue and positive interactions among religious traditions and groups.

Appendix 3: Environmental Enhancement Initiatives

The Foundation will consider applications that advance inter-religious/cultural cooperation on ecological issues; promotes public engagement in environmental education and advocacy; advances community based environmental research; advocates ecologically sustainable communities that demonstrate ecological integrity.

Environmental Values and Objectives:

The Catherine Donnelly Foundation takes a pro-active approach to support environmental initiatives that focus their efforts on creative, imaginative projects that promote a new sense of “interdependence and shared responsibility for the well-being of the human family and the larger living world”. (Earth Charter)

The CDF believes that radical changes in human activities, communities, and values are required to restore ecological balance. We wish to support groups that demonstrate strong leadership in projects that are prophetic, peaceful, concerned for justice and honor and support earth balance for all life forms.

The CDF encourages a shift from human-centered values toward more holistic earth-centered values.

The Foundation will support groups, projects and initiatives that:

1. Advance a religious/spiritual experience of the earth that leads to healing action for the earth.
2. Promote environmental education that supports broad based public engagement and advocacy
3. Advocate, build and model sustainable communities that demonstrate ecological integrity
4. Advance practical and community based environmental research