



**Catholic Schools Foundation  
2010-11 High School Grant Application**

**Please do not send hard copies.** Applications may be sent as an e-mail attachment to [lsullivan@csfboston.org](mailto:lsullivan@csfboston.org) or completed online at [www.csfboston.org](http://www.csfboston.org) after March 1.

**I. General Information**

1. School Name and Town
2. Contact Information for Two People:  
Name, Title, Phone Number, E-mail Address
3. What is the total amount of your grant request?  
What is the purpose of the funding: scholarship, program, or both?

**II. Financial Information**

1. Please provide a copy of your school's most recent audited financial statements, preferably in an electronic format.
2. Please provide the following information for the current school year and a projection for 2010-11:

<b>Income</b>	<b>2009-10</b>	<b>2010-11</b>	<b>Expense</b>	<b>2009-10</b>	<b>2010-11</b>
Enrollment			Total Financial Aid (See below)		
Tuition			Faculty and Staff Compensation		
Operational Fundraising			Operating Expenses		
Non-Operational Fundraising (Capital projects, etc.)			Capital Expenses		
<b>TOTAL INCOME</b>			<b>TOTAL EXPENSES</b>		

<b>Financial Aid and Scholarship Information</b>	<b>2009-10</b>	<b>2010-11 projection</b>
Please give the total amount of need based aid your school distributes, EXCLUDING CSF funds:		
Please give the total amount of merit (non-need) based aid your school distributes:		
If applicable, please give the total amount of aid that is based on both need and merit (i.e., a student must be financially needy but also maintain a certain GPA)		
<b>TOTAL AID:</b>		

### **III. Fundraising Information**

<b>Please give the following for 2008-09:</b>	
Percentage of alumni who gave	
Percentage of board members who gave	
Average board gift	

If your school had a matching grant component as part of the 2009-10 grant, please indicate how far along you are to completing the match. If you have already completed the match, please be certain to complete and attach the matching grant report. Matching grants are due by **APRIL 2**.

### **IV. Admissions Information**

For your incoming ninth grade class only, please give the following information. If you do not have exact numbers, please give an estimate.

<b>Incoming 9<sup>th</sup> grade</b>	<b>2009-10 School Year</b>	<b>2010-11 School Year (projected)</b>
Number of inquiries		
Number of applicants		
Number of students enrolled		

### **V. Scholarship Recipient Report**

You will be sent the list of students whom your school designated in FACTS as CSF recipients for the 2009-10 school year. Please provide the following biographical information for each student ON THE EXCEL SHEET:

- **Student's middle school (or previous high school, if a transfer student)**
- **Current GPA**
- **Amount of additional non-CSF aid given to student by school**
- **Activities and interests student is involved with both in and out of school**
- **Awards or achievements**
  
- **This student's behavior in school and among peers is:**  
 Very poor  
 Average  
 Better Than Most  
 Exceptional
  
- **As he or she currently stands, is this student on track to**  
 Complete high school at a superior level  
 Complete high school at an average academic level  
 Struggle and require assistance but still complete high school  
 Struggles with ability and/or motivation and is questionable whether he/she should remain in the current school
  
- **If this student were no longer able to attend your school because of financial reasons, do you think he or she would be more likely to:**  
 Transition to another school and perform just as well or better;  
 Transition to another school and perform worse;  
 Transition to another school and become a face in the crowd;  
 Drop out of school altogether
  
- **Please add any additional remarks that you feel make this student unique. These could include the student's family history or community they live in, talents or achievements, hardships he or she has overcome, etc.**

**VI. Program Grants:** If your school received a program grant in 2009-10 please be certain to complete and attach the mid-year program grant report.

**VII. Grant Application**

**Current Grant**

In no more than three pages, please answer the following questions in a narrative format:

1. What is the biggest opportunity your school is currently facing? What is the biggest challenge?

2. If the 2009-10 CSF grant helped you further this opportunity and/or meet this challenge, please describe how. Please include any stories or events from the past year that best illustrate the effects of this grant on your school and students.
3. If CSF funding disappeared tomorrow what would your school do? Would it change the school? How?
4. Please describe why you are requesting funding from CSF for 2010-11, the amount you are requesting, and the purpose of the funding.

### **New Funding**

For 2010-11, CSF has set aside funding to provide strategic support to a select group of high schools. This purpose of this funding is to help schools with their long-term viability by supporting admissions, development, or strategic planning work. The ultimate goal of these funds is to make schools less dependent on CSF for scholarship funding and more self-sustaining.

Grants will be restricted to admissions, development, or strategic planning work. Applications for additional scholarship funds, capital projects, or transportation do not apply and will not be considered.

These grants are for **one year only** with an option to renew if demonstrated goals are met.

Representatives from CSF will be meeting with the selected schools throughout February and March. These schools will also have an extended application deadline in order to provide additional time for planning and writing this new grant.

Proposals for these grants should answer the following questions:

1. Please describe in detail the project or position and how it will benefit your school's long-term viability.
2. Please detail how the project will fill in any "gaps" that currently exist at your school that prevent you from maximizing enrollment, maximizing fundraising, or planning your school's long-term strategy.
3. If proposing additional staff for an existing department, please include job descriptions and organizational charts for the current staff in the department.
4. If proposing support for strategic planning, please detail any previous strategic planning your school went through, the time period, and the outcome of this planning.

5. Please detail the specific goals and outcomes for this project and the timeline of completion for the goals. For example, a goal for a new full-time admission director could be to increase enrollment by 100 students by September 2011.
6. If this project requires work with a consultant, please list 3-4 agencies or individuals you are requesting proposals from and their bids. Copies of the proposals may be included as attachments in the appendix.
7. Please include a proposed budget for this project that outlines any additional sources of funding besides CSF, if appropriate.

**Please bear in mind that the overall allocations budget has been reduced by 15% this year. Requests for funding will need to demonstrate they are of a timely nature and have clear, measurable goals associated with the request, including a timeline for absorption of the funding by your school.**

**Please note that NO funding is guaranteed to any school until the grant application has been reviewed.**

**If you have any questions, please contact Lynne Sullivan at (617) 778-5981 ext. 211 or at [lsullivan@csfboston.org](mailto:lsullivan@csfboston.org) .**