



Spirit Services Inc.
Capital Improvement Grant Application
2010-2011

HOW TO APPLY **Download our Capital Improvement Grant application from our website: www.spiritservices.org**

CONTACT INFORMATION

Spirit Services Inc.
5700 Lombardo Center Drive
Rock Run, NORTH- Suite 215
Seven Hills, Ohio 44131
Phone: 216-447-1380

The **Mission** of Spirit Services Inc. is to serve and support Catholic Elementary Schools in providing children access to a quality Catholic education.

The **Guiding Questions** that are considered when an application is received are:

1. How will this grant improve the quality of the education being offered through your school in light of your capital improvement request? Is it an emergency need? A safety issue? A basic need? An enhancement?
2. How viable is your school ~ Enrollment wise? Finance wise?
3. How fiscally responsible have the pastor and principal been in overseeing their budget?
4. Are there other grantors (Bruening, etc.) whom also address these needs?
5. If you have received a previous grant from Spirit Services Inc. was it spent in a timely manner and for the purpose originally requested?

The **Eligibility Guidelines** are: (1) The grant's project goals and objectives must be consistent with the mission of Spirit Services Inc. (2) *The applicant represents one of twenty three Catholic elementary schools SSI is now serving within the Diocese of Cleveland.*

Requirements are: 1) Parish and school financial statements and budget have been received by Spirit Services Inc. on time and on an annual basis.
2) Grant requests need to indicate the applicant's financial contribution to this project-see application form.

Grant Deadlines: **This grant will be accepted throughout the year.**

Grant Decisions: **4-6 weeks** (unless an emergency situation)

If mailing the application: Send to Jean Takacs, Executive Director at the address listed above.

Please direct your questions to: Jean Takacs at 216-447-1380.

***Please attach an itemized budget and three estimates with additional documentation as needed.**



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***Please attach three estimates and additional supporting documentation as needed.
 Ex. Diocesan approval where applicable.**

For Office Use: Date Received: _____
 Grant Category: _____

Parish/School and Project Information

Name of Parish/School _____
Address, City, State, Zip _____

Telephone _____ **Fax** _____
Contact Person _____
E-Mail _____
Project Requesting _____
Project Estimate _____ **Amount Requesting** _____

How does this request align with your Parish/School Mission & School Improvement Plan?

How does this request align with the mission of Spirit Services Inc?

Who will benefit most from this request? (include specific number EX. All students K-8)

Type of Capital Improvement Request:

_____ **Emergency** _____ **Safety** _____ **Enhancement** : ___basic OR ___substantial

What is your timeline for completion? _____

What is your contributing amount? _____

List any other private or public funding sources for this particular project.

Funding source – *received* Amount Date Received

Funding source – *pending* Amount Anticipated Reply Date

Signature of Principal: _____
Signature of Pastor/Ecclesiastical Liaison: _____



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For Office Use:	Date Received _____	Date Received _____	
	Grant Category _____	Grant Amount _____	
	1 st Request _____	2 nd Request _____	

FINAL REPORT

(Parish/School who have had their grant awarded)

Final reports are due one month after the completion date stated on your original request.

Example: Your completion date was February 28th. Final Report Due: March 28th.

If an extension is needed, please call Jean Takacs at 216-447-1380.

Parish/School Name _____ **City** _____

Capital Improvement Project _____

Amount Spent _____

All receipts/invoices along with your cancelled check need to be submitted along with this report.

Balances under \$20.00 do not need to be returned to Spirit Services Inc.

Did this Capital Improvement Grant assist you in meeting your (Emergency, Safety or Enhancement) need?

Were you happy with the results of this project? Would you handle it differently?

What did you learn?

How long do you expect this Capital Improvement to last before needing to replace it again?

What do you anticipate needing next in Capital Improvements?

What amount of money is available to meet this need?

What other resources have you attempted to secure funding from? (Ex. Bruening, private donor, parish groups, Capital Campaign, etc.)

Please feel free to attach additional information to this sheet if not enough space to reply to the above questions.