
NEW ORLEANS PROVINCE OF THE SOCIETY OF JESUS

SOCIAL GRANTS GUIDELINES

1. The reasons that the Province has a Social Grants Program are as follows:
 - a. To encourage Jesuit concern for the poor.
 - b. To support Jesuit work for social change on behalf of the poor.
 - c. To support financially those Jesuits who inaugurate or continue to take responsibility for programs in which they are involved for the benefit of the poor.
 - d. Although the Province established the social grants to encourage and enable Jesuits to become directly involved with the poor, and indeed, first preference in grants will go to direct Jesuit involvement with the poor, we also realize that our lay collaborators are often an integral part of our work. Therefore, in order to promote lay collaboration, we will consider a social grant for one of our apostolic works in which a Jesuit or the Jesuit community may not be directly involved, but a work which our lay collaborators either initiate or are continuing for us. However, such a work must be a project of a Jesuit institution (e.g., parish, high school).

2. The financial resources of the Province Social Grants are limited. Therefore, the following norms apply in requesting such grants:
 - a. No one grant may exceed \$20,000. No grant to a Jesuit Institutional Apostolate with gross revenues in excess of \$1,500,000 may exceed \$4,000.
 - b. No one Jesuit or Jesuit institution, though involved in more than one program, can receive grants which exceed the total given in subparagraph (a) above.
 - c. Grants will favor people and human concerns rather than such things as office equipment and materials. Grants may be used in whole or in part to pay living expenses of Jesuits working directly with the poor.
 - d. Ordinarily, projects will not be funded that do not involve actual personal contact between Jesuits and/or lay collaborators in a Jesuit institution and the poor.
 - e. Proposals from a Jesuit corporate apostolate that seeks funding for a corporate endeavor with or on behalf of the poor should provide for a "match" of locally generated funds to Province funds. The "match" should involve actual expenditures under most circumstances.
 - f. The purpose of the Province social grants program is to enable Jesuits in the Province to inaugurate and promote programs for the poor. Therefore, we will not ordinarily fund programs for more than a five-year period. During this five-year period the social grants board reserves the right to decrease gradually the amount requested. This will give the one requesting the grant time to seek funding on the local level and not to rely year after year on Province funding. There will probably be exceptions, of course, and the board will make decisions about them on an ad hoc basis. One obvious exception to the five-year plan is creative changes within the program. Additional funding may be granted beyond the five-year limit to cover developments within an already existing program. Programs in economically poor areas that provide direct service to the poor may, in the discretion of the Board, be funded beyond the five-year limit.
 - g. During the years 2003 – 2004, the Board will dedicate a percentage of funds to projects that directly address the structural causes of poverty through legislative advocacy, community organizing, economic development, and/or empowerment activities. Each applicant will be asked to identify any actions for social justice that will be a direct or indirect part of the project for which they are seeking funding.
 - h. Jesuits working in foreign countries should make their proposals to the Jesuit Mission Bureau, which shall determine what proposals shall be funded and how.

3. In order to insure effective accountability, the following apply:
 - a. The person applying for and receiving the grant is responsible for the utilization and distribution of funds.
 - b. The Province expects to receive a report on the use of the social grant at the completion of the program/project. If the program extends beyond a year in duration, then an annual report must be submitted.
 - c. Additional grants will not be allowed if grant utilization reports are not filed.

- d. These reports are to be sent to the Director of Social Grants at the Provincial Office.
 - e. In order to ease the strain on the Province Treasury, the entire grant will usually not be given at one time but rather distributed over a period of time in accordance with an agreement reached with the Province Treasurer.
4. **Social grants will be awarded twice yearly, in September and March.** Grant applications should be submitted by the first day of September and March of each year in order to be considered in that month's consultations.
 5. In petitions from Jesuits working in retreat ministry, where the proposed grant is intended to facilitate retreats for the poor, the following specifics are set out:
 - a. The request should indicate specific efforts to recruit poor persons or to provide specific retreats or other programs benefiting the poor.
 - b. The request should indicate specific programs, persons, or groups for whose benefit the grant will be applied.
 - c. The request should indicate methods of accounting that will show the application of the grant to the target group or program.
 - d. The report made at the completion of the program or project should show the application of the grant to the specific costs of the target group or program.
 6. The form to be followed in petitioning for a Social Grant is attached, and is also available on the New Orleans Province Website. Applicants may re-create the form on their own computer for ease of completion and submission. Applications may be submitted by mail or e-mail.
 7. Mailed applications are to be sent to:

Director, Province Social Grants
Provincial Office
710 Baronne Street, Suite B
New Orleans, LA 70113-1064

E-mailed applications should be sent to: mbaudouin@norprov.org.
Applications may be faxed to (504) 571-1744.
 8. Accounts into which these grants are deposited are subject to inspection by the Provincial or his representative.
 9. The criteria for choosing grant proposals to be funded are:
 - a. There is direct involvement of a Jesuit or a lay collaborator in a Jesuit institution in the program.
 - b. The project involves direct contact with the poor or marginalized and benefits them.
 - c. The inherent merits of the project.
 - d. The lack of resources available to the Jesuit or the Jesuit institution involved.
 - e. The proposal is a seed that has the prospect of growing and continuing from other sources.
 - f. The project is innovative.
 - g. The project benefits a larger number of people.
 - h. The project deals with systemic change and involves the Jesuit, lay collaborators, and poor and marginalized people in addressing the structural causes of poverty through advocacy, organizing or economic development activities.

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