



Diocese of Arlington Catholic Relief Services

200 N. Glebe Road, Suite 506
Arlington, VA 22203

MEMO

To: Operation Rice Bowl Applicants
From: Terry Angelotti, Program Coordinator for CRS/CCHD
Date: September 9, 2009
Re: Application Process for 2010 Funding

Enclosed you will find a copy of the Arlington Operation Rice Bowl application. If you prefer an electronic copy of the application, send your request to tangelotti@ccda.net or visit our web site at <http://www.arlingtondiocese.org/offices/crslocalGrants.php>.

1. You may submit your application by email, fax, courier or regular mail. If using the U.S. Postal Service, please send one copy of the application to:
Ms. Terry Angelotti
Program Coordinator for CRS/CCHD
Diocese of Arlington
200 N. Glebe Rd, Suite 506
Arlington, VA 22203
Preferred method of submission is TWO copies, one by U.S. Postal Service and the other by email attachment sent to tangelotti@ccda.net. Faxes should be sent to (703) 841-3840.
2. **At least one copy of the application must be received at our office by noon on October 1, 2009. Applications postmarked by October 1 and arriving late will receive the same consideration.** Other late applications may be considered if funding is available, but will be at a disadvantage.
3. Arlington Operation Rice Bowl 2010 Grants are **limited to \$1,500.**
4. **The following guidelines will be followed:**
 - a) Projects must serve low-income clients in the Catholic Diocese of Arlington, comprised of several cities and the following counties: Frederick, Shenandoah, Clark, Warren, Page, Madison, Rappahannock, Fauquier, Loudoun, Fairfax, Arlington, Prince William, Culpeper, Orange, Spotsylvania, Stafford, King George, Westmoreland, Richmond, Northumberland, and Lancaster.
 - b) Priority will be given to **rural areas of the Diocese.**
 - c) Typically, grants will fund **direct assistance only.** Requests for administrative needs or equipment will be considered only if excess funding is available.



- d) Priority will be given to programs that provide **food and medical assistance**. Housing and other emergency assistance will be considered in limited circumstances.
5. The timetable for the grant process will look like this:
- a) Application must be postmarked **by October 1, 2009** or received by email, fax or courier **by October 1, 2009**.
 - b) Diocesan committee will review applications promptly.
 - c) Recommendations will be made to Bishop Loverde by October 15 for final approval.
 - d) Applicants should be notified of a final decision by the end of December, with grant money distributed in January/February for use during the 2010 calendar year.
 - e) An end of year report will be due by January 15, 2011.