



## LADIES OF CHARITY OF THE UNITED STATES OF AMERICA ®

*Providing Vincentian Leadership to Women Acting Together Against All Forms of Poverty*

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### 2016 Hager Grant Guidelines

The following guidelines are provided for grant applicants to review.  
Please do not include any page of this document with a *Hager Grant Application*.

In May 2008 the LCUSA Board of Directors voted to utilize a portion of the money from the Kathleen Hager bequest for the purpose of providing financial assistance to Ladies of Charity Associations. Designated grant monies are awarded for local projects to alleviate poverty through service, education, and advocacy. No Hager Grant monies will be awarded to a local Association for the purpose of donating to another organization.

Hager Grant monies awarded by LCUSA are competitively based on available funding. However, the maximum amount awarded yearly to an Association is \$1,000.00. Associations may submit annually a *Hager Grant Application* for a new or ongoing project. But, once any application results in grant monies being awarded an Association may submit a *Hager Grant Application* to LCUSA only on the fourth year from the date of that distribution (grant money received in 2012, eligible to apply again in 2016).

All *Hager Grant Applications* must be sent to the LCUSA National Office **by March 15<sup>th</sup>** of the calendar year of the grant application. Completed applications are accepted via mail or email. However, no late grant applications received through any delivery method can be accepted. After the deadline all *Hager Grant Applications* are first vetted by the LCUSA Executive Administrator using the criteria outlined on page 2. The Executive Administration will return to sender ineligible grant applications along with an explanation letter. Only eligible grant applications are forwarded to members of the LCUSA Executive Board. Each ranks the *Hager Grant Applications* utilizing the criteria outlined on page 2. **For a successful Hager grant outcome it is highly recommended that before an Association submits an application all of the criteria on page 2 is prudently considered.**

During the annual LCUSA spring board meeting all of the scored *Hager Grant Applications* are presented to the entire board for discussion and vote to approve or disapprove. The Hager grant applicants will be notified by the LCUSA National Office of the LCUSA Board of Directors final decisions. All Hager grant awarded funds in the form of a check will be mailed by June 1<sup>st</sup> in the calendar year of application.

An Association awarded a Hager grant must submit to the LCUSA National Office a *Hager Grant Report* with photograph(s) and receipt(s) to document the distribution of the funds. The deadline for the *Hager Grant Report* is as soon as a program/project is completed, but no later than 12 months from the date of the award letter.

If an Association needs assistance with any part of the Kathleen Hager grant application process, please contact the LCUSA National Office.

**Criteria used by LCUSA Executive Administrator to first vet all Hager Grant applications:**

1. The Association has not been awarded a Hager grant within 4 years of this grant submittal date.
2. For any prior Hager grants monies received the Association submitted to LCUSA a *Hager Grant Report* by one year from the date of award letter.
3. The Association filed a timely *Association Annual Report* with the LCUSA Regional Vice-President.
4. A copy of the filed *Association Annual Report* is attached to the *Hager Grant Application*. It must be the *Association Annual Report* filed in the calendar year of the grant application. Prior year(s) *Association Annual Report(s)* are not eligible. **Associations organized under a diocesan or archdiocesan umbrella must submit to the LCUSA National Office an individualized *Association Annual Report*.**
5. The *Hager Grant Application* is received in the LCUSA National Office by **March 15<sup>th</sup>** in the calendar year of the grant application. Completed applications are accepted via mail or email.
6. The Association paid annual dues to the LCUSA National Office by **April 1st** in the calendar year of the grant application.

**Criteria used by LCUSA Board Executive Committee Members to rank Hager Grant Applications:**

*Each is scored on the scale indicated below with a maximum of 40 points being awarded.*

1. Project Description: Funding targeted to the marginalized and or persons living in poverty.  
***0-10 points awarded***
2. Involvement of Members: Significant % of LOC involvement. Builds relationships with the marginalized and or persons living in poverty.  
***0-10 points awarded***
3. Number of people benefitting.  
***0-5 points awarded***
4. Creative approach to addressing needs.  
***0-5 points awarded***
5. Collaboration with other groups and/or Systemic Change methods.  
***0 -5 points awarded***
6. Financial Contribution: Matching funds from Association or collaborators will also be used to fund project.  
***0 -5 points awarded***