

Prince of Peace Catholic Community  
Kids Helping Kids  
2023 Grant Requirements

**Introduction**

Each quarter, Prince of Peace Catholic Community, Discipleship Committee contributes to community projects through the Kids Helping Kids Basket donations. We believe an important part of our mission is to make our community a thriving place for all to live, work and pray. Projects funded through the Discipleship Committee should demonstrate a meaningful human service and minister to those who are least able to help themselves. They should be of a community nature. In general, the Discipleship Committee does not fund requests greater than \$5,000. Consideration is given quarterly for each grant request.

**Projects should meet the following criteria:**

- Be associated with an organization with 501c(3) status
- Relate specifically to a children's program
- Demonstrate potentially significant impact/outcomes
- Demonstrate cost effectiveness

Preference will be given to projects where the Prince of Peace, Kids Helping Kids, contribution represents a response to a unique need (rather than providing ongoing core support to the organization).

**The Kids Helping Kids Discipleship Committee Grant Application Review Process:**

When the Prince of Peace (POP) office receives your application, it is reviewed for completeness. It is then assigned for study by the screening subcommittee.

1. This subcommittee reviews the application against our requirements and will determine if a site visit is required.
2. If your request is recommended for a site visit, the Discipleship Committee team member will call you to make a site visit appointment.
3. If your agency is chosen for a site visit, we ask that the board President, board representatives and the Executive Director be available for the first interview. The site team will make a report about your request and their recommendation about funding to the entire committee.
4. The Discipleship Committee will determine what monetary award will be given and will notify your organization in writing.
5. Requests that are not awarded will be considered if re-submitted the following quarterly cycle.

**How to apply:**

- Submit the original application. Applications may be copied front and back.
- Confine all information to the space provided on the application form.
- Simply staple each application, do not place applications in folders.
- Submit 1 (one) copy of each listed documentation below.

**Required Documentation:**

- 501c(3) IRS designation letter
- A detailed project request to include why and how the money will be allocated. To also include a time plan for project execution.
- Current agency board roster
- If an annual audit is available, please include a copy with the “required documentation.”
- Include a list of partners that contribute to your organization

**Send documentation to:**

Discipleship Committee

Attn: Linda Kelly

Prince of Peace Catholic Community

5100 West Plano Parkway

Plano, TX 75093

If you have any questions, please contact:

Linda Kelly

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