

CCHD Funding Cycle FAQs

How will I know which groups have applied?	You will receive an e-mail from CCHD with access to the Online Evaluation in mid-December.
Where can I find the Interim Report?	For applicants awarded a grant and reapplying for funding, the Interim Report is included in the full application. For grantees that are no longer eligible for funding, a Word version of the Interim Report can be accessed online under the “Grants Menu” drop-down menu. Click on the CCHD Community Development or Economic Development Grants Program.
How can I involve my local committee with the Online Evaluation?	You can download, save and attach the HTML version of the application to an e-mail to your local committee members. If your committee members prefer hard copies, then you can print and copy the application for them. You may also want to include the Word version of the DD Evaluation Form(s) for their reference or completion. Please note that the diocesan director must submit the final evaluation online. If you would like to include additional comments from the local committee, you may attach them to an e-mail to the national grants staff.
What if I would like to type notes as I read the application on my computer?	Open the HTML version of the application from the “View Grant Request” screen. Under “Edit” at the top of the page, choose “Select All.” Hit <i>CTRL + C</i> to copy the selected contents. Open a new Word document and hit <i>CTRL + V</i> to paste those contents into a Word document. Save the Word version to your computer. You can reformat, type notes or highlight specific sections as you like.
Do I have to click on “Will Review” for every proposal?	Yes. This helps CCHD confirm that diocesan directors are aware of the required review. But on a rare occasion and if you are not going to review a proposal, you should click on “Will Not Review.”
Do I need to obtain the Bishop’s approval for applications in my diocese?	Yes. You may download the Bishop Approval Form which you can attach to a printed copy of your evaluation and submit to your Bishop for his review. Your Bishop should sign an Approval Form for each grant request from your diocese. The signed form should be mailed and received in the national office <u>no later than May 25th</u> .
Will I be able to see other diocesan or staff reviews once I have submitted my evaluation?	Yes. Once submitted, all diocesan and staff evaluations for each application in your diocese will be posted online for your review.

!REMEMBER TO CLICK THE “UPDATE” BUTTON REGULARLY TO PREVENT LOSING YOUR HARD WORK!