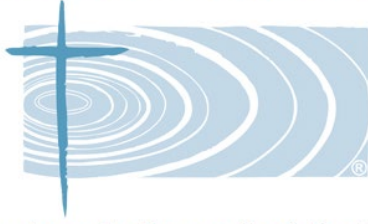


## Poor Handmaids of Jesus Christ



*Partners in the work of the Spirit*

# PHJC Ministry Fund

Since 1851, Poor Handmaids of Jesus Christ have continually ministered to those in need, responding to many calls of ministry in the spirit of our foundress, St. Katharina Kasper. In our continuing desire to meet the challenges of a changing world in need of both charity and justice, we are called to use congregational resources wisely in an effort to address specific needs of the poor, the oppressed and those deprived of their rightful place in society.

The PHJC Ministry Fund was established in order to provide resources to enable Poor Handmaids to support services in economically disadvantaged areas. Earnings generated from the fund are utilized to support ministries or projects that meet the established criteria after all other resources have been explored.

### CRITERIA

The ministry/project submitted for a PHJC Ministry Fund grant must further the mission and values of the Poor Handmaids of Jesus Christ as outlined below and fit the following criteria:

#### Mission of the Poor Handmaids of Jesus Christ

Empowered by the same Spirit, we women religious commit ourselves to:

- respect and value each person we serve in our diverse ministries
- stand with the poor and powerless in the search for justice
- use our talents and resources in response to the emerging needs of Church and society
- share ministry and nurture leadership in our efforts to bring peace to the world

Core values of the Poor Handmaids of Jesus Christ:

- openness to the spirit
- community
- simplicity
- dignity and respect for all

Funds are provided for organizations addressing:

- service with the economically poor and underserved
- ministry that changes oppressive structures
- ministry that focuses on development and enablement of persons

Funds are not provided for:

- purchases of equipment, land, buildings or construction
- administrative costs or salaries

The grant proposal needs to be accompanied by a recommendation from a Poor Handmaid of Jesus Christ Sister or Poor Handmaid of Jesus Christ Associate attesting to the work of the applicant's organization.

**Grants do not exceed \$15,000.**

Grants are awarded for a one-year term only. An organization must wait three (3) years after the last grant award before reapplying to the PHJC Ministry Fund.

## Procedure for Application

Grant proposals are submitted quarterly. **Submission deadlines are February 1, May 1, August 1, and November 1 of each year.** Online application can be found at [www.poorhandmaids.org](http://www.poorhandmaids.org). Digital submission is the preference of the PHJC Finance Committee to [mhunt@poorhandmaids.org](mailto:mhunt@poorhandmaids.org).

**Paper applications are sent to:  
Province Treasurer  
P.O. Box 1  
Donaldson, IN 46513**

## Procedure for Evaluation and Response

The PHJC Finance Committee evaluates all proposals according to the established criteria and in the order in which they arrive.



Recommendations from the Finance Committee are presented to PHJC Provincial Leadership for final approval.



The Provincial Treasurer notifies the submitting organization in a timely manner as to the disposition of the proposal.



Provincial Leadership informs members of the PHJC Congregation of the distribution of funds and the furthering of the Poor Handmaids of Jesus Christ mission and vision.

### Evaluation/Accountability

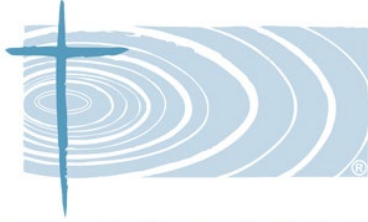
At the end of a 12-month period after receiving a grant, the recipient must submit a written evaluation to PHJC Provincial Leadership based on the goals/objectives expressed in the proposal. Failure to submit a written evaluation will result in non-funding of any future grant applications from the organization.

**Note:** *The amount of subsidy to any proposal is dependent upon the funds available, the number of requests for subsidy and the need of the applicant as determined by the PHJC Finance Committee with the approval of PHJC Provincial Leadership.*

*Financial statements and/or budgets of the applying organization should be available upon request.*

**Revised: November 2014**  
**Reviewed/Revised: September 2019**  
**Revised 3/2020**

## Poor Handmaids of Jesus Christ



*Partners in the work of the Spirit*

## FORM F5a

### Application to the PHJC Ministry Fund

The Poor Handmaid of Jesus Christ Ministry Fund seeks to serve needs of society which are not readily funded. The ministries/projects supported through this fund reflect the type of service which offers direct assistance to the economically poor, seeks to change oppressive structures or enables people-centered development. The PHJC Ministry Fund responds to requests that reflect the spirit of service of St. Katharina Kasper, the mission of the Poor Handmaids and the core values of the Poor Handmaid of Jesus Christ Congregation.

Author of grant proposal:

Name of organization:

Mailing address:

Phone:

Email:

Website:

How did you hear about the PHJC Ministry Fund?

- PHJC Website
- PHJC Sister by name:
- Other:

Are you a non-profit organization? Yes      No

If based in the United States are you a 501C3? Yes      No

Please list your 501C3 number:

### Ministry/Project

Describe the ministry/project for which you are requesting funds from the PHJC Ministry Fund.

List clear goals and objectives to be accomplished through PHJC funding.

Describe how the PHJC Ministry Fund criteria are met in this request.

### Funding

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What other sources of funding have been explored or secured for this ministry/project?

How do you see this ministry/project being sustained in the future?

In American dollars, state the amount of funding that is being requested. Enter Amount Here

Attach a detailed budget which outlines how these funds will be used.

### Required Reference

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Name of reference:

Relationship of referent to ministry/project:

Please attach the letter of reference

### Administration of Grant

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Person responsible for administering PHJC Ministry Fund grant

Name:

Role/Position:

Phone:

Email:

### Evaluation

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Using qualitative and/or quantitative measures present your detailed plan for evaluating the success of this ministry/project.

A report on the use of the grant funding from the PHJC Ministry Fund is required no later than 12 months after the grant is received.

**Reminder** to send with this application form

- Ministry /project budget
- Reference letter