



Diocese of Wheeling-Charleston

Department of Finance

MEMORANDUM

To: Pastors, Administrators, and Principals

From: Patrick J. Henry, CFO

Date: 01.08.2024

Re: Capital Matching Grant Program for Fiscal Year 2025 (07.01.2024-06.30.2025)

Following consultation with the Diocesan Finance Council, the Bishop and Vicar General have approved a Capital Matching Grant Program for parishes and schools for fiscal year 2025. Capital project grants of up to \$50,000 will be available for locations that meet the following qualifications:

- The parish or school must match fifty percent (50%) of the project cost with an investment in a diocesan certificate of deposit; the parish or school also is responsible for any cost over \$100,000 (total including the maximum diocesan match of \$50,000);
- The parish or school must be current in reporting and administrative obligations (pastoral reports, annual and semi-annual financial reports, etc.);
- Matching funds must be on deposit before a project may begin;
- The parish or school must be current in its financial obligations to the Diocese and to the Priests' Health & Retirement Fund (please see DWC A/R Summary Reports distributed monthly);
- **Grant requests must be submitted by March 28, 2024;**
- Funds for approved projects will be released between July 1, 2024, and June 30, 2025;
- Only one Capital Matching Grant is available to each parish or school per fiscal year.

Please work with the Diocesan Offices of Buildings & Properties, Stewardship & Development, and Catholic Schools, as well as your parish finance councils, on capital/construction projects, fundraising efforts, and requests for Catholic Sharing Appeal support.

Grant requests must be submitted on the attached form, emailed to cprascik@dwc.org.

Thank you very much for your attention to this matter. If you have questions or need additional information, please feel free to contact the Finance Office or the Office of Buildings & Properties at your convenience.

Diocese of Wheeling-Charleston
Capital Matching Grant Request for Parishes & Schools

Fiscal Year: FY2025

Parish/School Name/City: _____

Amount Requested: _____

Amount on Deposit: _____

Source(s) of Funds: _____

Description of project or intended use of grant money:

Approvals:

Pastor/Administrator/Principal

Date

Diocesan CFO

Date

Director of Administrative Services

Date

Vicar General

Date

Bishop

Date