**2024-2025 Grant Criteria**

**Grant Timeline**

December 15, 2023 Application Period Opens

January 31, 2024 Applications Due

February 13, 14, 15, 2024 Grant Presentations

February 20, 21, 22, 2024 Back-Up Presentation Dates (in case of inclement weather)

March 31, 2024 Target Date for Notification of 2024-25 Grants

**Instructions**

Please submit the Grant Application and all required documentation to Bill Mundy, Chair, Porto Charities School Grants Program, at [bill.mundy@portocharities.org](mailto:bill.mundy@portocharities.org) by January 31, 2024. The process is competitive, and awards are given for a one-year period. All applications must be signed by the Principal and Pastor for parish schools or Principal and Head of School for high schools. After your application has been received, you will be contacted to schedule your February presentation which will be in-person or virtual at the option of Porto Charities. All decisions will be made by the Board of Directors of Porto Charities and will be final.

**Grant Eligibility Criteria**

* The Catholic school is located within the geographic boundaries of the Diocese of Arlington and its activities are consistent with our mission;
* The school’s desire to enroll students with intellectual and/or developmental disabilities;
* A detailed description on how the funds will be used to support individuals with intellectual and developmental disabilities;
* The school’s experience in providing services to students with intellectual and/or developmental disabilities;
* The number of individuals with intellectual and developmental disabilities currently being served by the program and growth potential;
* The impact that the Porto Charities’ grant will have on the program’s ability to successfully execute its proposal;
* The school’s commitment to hiring a credentialed special educator with experience in educating students with intellectual and/or developmental disabilities or the Diocesan School Office’s validation of the existence of appropriate educational support for the student(s);
* The school/parish can demonstrate their commitment to engage parents whose child(ren) directly benefit(s) from services funded by Porto grants to support, communicate, and encourage other parents to participate in fundraising activities, special events and educational seminars supporting students with intellectual or developmental disabilities and help identify individuals to serve as a *Porto Ambassador* to your school and their parishes;
* The school will distribute at least one general communication provided by the Porto Office to all parishioners and/or school families to help educate the community on the mission and role of Porto Charities, as well as the benefits of inclusive education, and will provide the opportunity for a representative of Porto to speak annually to its parishioners and/or school community.

**Items Funded** *(Examples – not an all-inclusive list)*

• Assistance for salaries of Para Educators

• Assistance for salaries of Special Education Teacher

• Professional Development on Inclusive Education

• Learning Materials, Technology and Equipment

**Application Review Process**

Eligible applicants will be invited to discuss their application in-person or virtually with the PCI Grant Awards Committee on February 13, 14 or 15, 2024. *(Back-up dates are February 20, 21 or 22, 2024)* This meeting will last approximately 30 minutes. Appointments will be scheduled through the Porto Charities Office upon receipt of the grant application on a first-come, first-scheduled basis. Grant awards will be determined based on eligibility criteria, need for assistance and the availability of Porto Charities’ funds.

Grantees will receive a letter of notification regarding their grant by March 31, 2024.

Please note that all grant recipients will be required to submit a mid-year report documenting the use of grant funds. Mid-year report forms will be sent to grant recipients December 1, 2024, and due by December 21, 2024.

If you have any questions, please contact Bill Mundy, Chair, Porto Charities School Grants Program, at [bill.mundy@portocharities.org](mailto:bill.mundy@portocharities.org).