



**Grant Recipient Check list**

- RETURN:**
  - Signed 2018 Grant Agreement sent to The Catholic Foundation - Due date November 30
  - Mail: Catholic Foundation of Michigan 1145 W. Long Lake Rd. Bloomfield Hills, MI 48302
  - Email: [meg@catholicfoundationmichigan.org](mailto:meg@catholicfoundationmichigan.org)
  
- SUBMIT:**
  - 10-Second Video - Due date November 26, 2018
  - Include Individual Name, Program, Organization, and gratitude to Catholic Foundation of Michigan
  - Speak loud and clear
  - Record video in a space with proper, bright lighting
  - Cell phone recording is acceptable
  - Submit by email: [meg@catholicfoundationmichigan.org](mailto:meg@catholicfoundationmichigan.org)
  
- ATTEND:**
  - December 11<sup>th</sup> Grant Award Breakfast – Up to 4 people
  - The Detroit Athletic Club, 241 Madison Street, Detroit, Michigan 48226
  - 9:00 to 11:00 AM
  - Kindly view the DAC website for Dress Code Requirement: [DAC](#)
  - RSVP: [meg@catholicfoundationmichigan.org](mailto:meg@catholicfoundationmichigan.org) or call 248-204-0332
  
- MARKET & PROMOTE:**
  - Statement that project or program was made possible in part by a grant from The Catholic Foundation of Michigan in the following:
    - Newsletters
    - Bulletins
    - Public Announcements
    - Social Media
    - Parish Bulletin
    - Website
    - Any other means accessible
  - Organization follows the Catholic Foundation on social media
    - Facebook <https://www.facebook.com/CatholicFoundationMichigan/>
    - LinkedIn <https://www.linkedin.com/feed/>
    - Twitter <https://twitter.com/CatholicFndtnMI>
  - Tag the Catholic Foundation in any of the programs social media
  - Send the Catholic Foundation jpg photos of the project for Foundation to [meg@catholicfoundationmichigan.org](mailto:meg@catholicfoundationmichigan.org)
  
- BUILD COMMUNITY:**
  - Invite Catholic Foundation to programs as appropriate
  
- SUBMIT:**
  - Final Report to Catholic Foundation
  - Required 60 days after completion or if project still in progress an update by July1, 2019.