



Jail & Prison Ministry Fund Catholic Diocese of Columbus

Grant Application

The Catholic Diocese of Columbus maintains a fund for the purchase of religious articles for use in jails and prisons. The intent of this fund is to offer financial support for the purchase of items not covered by correctional institutions or parish ministries. Examples include the purchase of missalettes, prayer books, faith formation resources, etc. The fund is limited and available each year on a first come, first served basis. Once this account is exhausted, we need to wait for the next annual distribution. Please keep this in mind and apply for only what you need. Also consider obtaining free Bibles from sources such as Dismas Ministry at www.dismasministry.org/request-bible-resources.

How it Works:

1. Determine total cost of items from vendor, including shipping & handling, taxes.
2. Complete information below.
3. Send grant application to the diocesan Office for Social Concerns.
4. Office for Social Concerns will review the application and notify applicant if the request is awarded or denied. **Office for Social Concerns will only cover items approved for purchase.**
5. If awarded, the Office for Social Concerns will give further instructions for purchase. In most cases, the Office for Social Concerns will request the diocesan Central Purchasing Office to make the order/purchase and instruct the vendor to ship items to the desired destination.

How to Apply:

Please complete the following information.

CONTACT INFORMATION

Name:	
Address:	
Phone number:	
Email:	
Correctional Institution Served:	
Name of Ministry/Name of Parish if applicable:	

ITEM INFORMATION

Items requested <i>Please specify the item name, product code, and quantity.</i>	
Reason for purchase	
Vendor Name	
Vendor Address	
Vendor Website	
Total Cost <i>Include: Price per item, Shipping & handling, Taxes. (If the diocesan Central Purchasing Office makes the order, it will be a tax-exempt purchase.)</i>	
Shipping Instructions <i>The correctional institution may require you to have items shipped directly to the institution for security policies. Please indicate special shipping instructions (name, address, attention to, etc.)</i>	

Send application information by U.S. mail or email to:

Office for Social Concerns

Attn: Jail & Prison Ministry Grant
197 E. Gay Street
Columbus, OH 43215

Email: socmailbox@columbuscatholic.org

Questions? Call 614-241-2540 or email socmailbox@columbuscatholic.org.

Thank you for your ministry.

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