



April 8, 2020

TO: 2019-2020 LOF Grant Recipients
FROM: Terri Gadzinski, Executive Director of Stewardship & Development *tg*
RE: **OPTIONS IF YOU ARE UNABLE TO COMPLETE YOUR LOF-FUNDED PROGRAM**

We have received a number of inquiries from parishes that received 2019-2020 Legacy of Faith grants, that are unable to complete their programs due to cancellations or other challenges related to the COVID-19 crisis. For your convenience, I am sending this email to confirm what your options are, if you are in this situation, as well as to provide a few timely reminders.

The current Legacy of Faith grant policies are designed to give you options, should circumstances prohibit the funded program from happening as planned. The policy options honor donor intent and provide a measure of accountability to the purpose of approved grants.

OPTIONS IF UNABLE TO COMPLETE YOUR LOF-FUNDED PROGRAM

1. Request permission to use the grant funds for another, similar, program. This is your best option if you believe you can complete the program within the approved (or relatively close) timeline. Email written request to me prior to 06/30/20. Approval should precede expenditure of grant funds.
2. Request a timeline extension for the approved program. Choose this option only if you believe you can complete the SAME program fairly soon after the initially scheduled date was cancelled or postponed. Rather than including specific dates, since no one knows when normal activity will resume, you could say something like “within 1 month of when Michigan’s stay-at-home order is lifted” or “within 6 months of the original program date.” Email written requests to me prior to 06/30/20. Approval should precede expenditure of grant funds.
3. Return the grant funds to LOF (please reference your grant # with returns). Make check payable to “Legacy of Faith” and mail to: *Legacy of Faith, 1004 Harbor Hills Dr, Marquette, MI 49855*

Note, if you have incurred expenses toward your LOF funded program, but were unable to complete the program, use Option #2 above, if you believe you can complete the program fairly soon. Or, complete and submit your grant evaluation by 6/30/2020, documenting expenditures and explaining the circumstances, and return the remaining grant funds.

REMINDERS

1. Submit new requests for Faith Formation grants by May 1. Click [here](#) to start your application.
2. Submit evaluations for your completed 2019-2020 grant program by 06/30/20. Click [here](#) to start your evaluation.

As always, thank you for your ministry to your parish. May you and your loved ones experience the redemptive love of Jesus resurrected during this Easter season.

“Preserving and fostering the Catholic faith in the Upper Peninsula”