



Supporting the apostolic works of Catholic sisters in their service to the poor

MEMO OF UNDERSTANDING FOR CONGREGATIONAL LEADERSHIP

One of the requirements for an application to the Conrad N. Hilton Fund for Sisters (HFS) is a letter of recommendation from a congregational leader. Because the grant is being made to the Primary Sister Contact as a member of a congregation, we require a member of the leadership to be involved in and understand the grant-making process.

The Conrad N. Hilton Fund for Sisters does not make donations to causes, but is a grant-making organization. The most significant difference between a donor and grant-maker is the accountability that is required of the recipient of a grant.

INSTRUCTIONS FOR THE LETTER OF SUPPORT

When you make a recommendation regarding the ministry of one of your sisters, we need several things to be included in your communication to us that indicate your understanding of the responsibility that the Primary Sister Contact and the congregation are taking on.

The letter **MUST** include the following:

- 1) A statement that you have read and understand the terms set forth in the Memo of Understanding for Congregational Leadership.
- 2) The Application ID Number of the request.
- 3) Your recommendation of the request for funding.
- 4) Your verification of the names and titles of the sisters directly involved in the ministry.
 - If the request is for a ministry begun by your congregation that currently has no sister involved, you will need to attest to the congregation's continued governance and oversight of the ministry, describe the level of the congregation's current involvement and name a Primary Sister Contact.
- 5) The congregational bank account name and number to which funds will be transferred if the grant is awarded.
 - If the account holder is the name of an individual, you must provide the name and birth date (month/day/year) of the individual sister who is a signer on the account.

For Requests from India Only:

MUST include 1-7 above and identify the following:

- a) FCRA Account Registration Certificate Number
- b) Names and signatories on the Account

A. Information that you need to be aware of as you consider a letter of recommendation for your sister:

- 1) In the event that the sister is unable to continue in the ministry, or is unable to meet any of the terms of the Grant Agreement, the Conrad N. Hilton Fund for Sisters needs to be notified immediately.
- 2) Failure to complete the reporting process may result in our need to deny further grants to the congregation.

B. If the decision is made to fund the request, your sister will be asked to submit the following:

- 1) The **Grant Agreement** must be completed and submitted upon receipt of notification of the award. No funds will be issued until the form is received.
 - a. If the Grant Agreement is not received within 30 days, the grant may be canceled.
 - b. Funds will be issued in a period of 7-10 business days following receipt of the Grant Agreement.
- 2) The **Grant Evaluation Report** and the **Monitor/Guarantor Report Form** (required for all requests outside the USA) are due no earlier than 30 days prior to the due date, and no later than the due date.

C. Issues regarding receipt of the funds:

- 1) **Via Wire Transfer:**
 - a. If the funds are returned to HFS, the sister will be notified of the reason provided by the bank. She is then to contact either the community representative who provided the wire instructions or the bank for assistance.
 - b. If funds are not received within 30 days of submission of the Grant Agreement, the sister is to contact either the community representative who provided the wire instructions or the bank for assistance before making any contact with HFS. In the event there is no resolution, the sister is to notify the Operations Manager, Sr. Julie Bruss (julie@hiltonfundforsisters.org), of the need for a trace and, possibly, a recall of funds.
- 2) **Via Check:**
 - a. If funds are not received within 30 days of submission of the Grant Agreement, the sister should contact the Operations Manager, Sr. Julie Bruss (julie@hiltonfundforsisters.org).