



Supporting the apostolic works of Catholic sisters worldwide

## 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 HFS is making the grant 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 Letter of Support must be from the individual named in the application as the Congregational Leader (i.e., General Superior, Prioress, President, etc.) or the Provincial, Regional, Visitatrix, etc.

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 a grant-maker is the accountability required of a grant recipient.

### 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. These will indicate your understanding of the responsibility that the Primary Sister Contact and the congregation are taking on.

**The letter MUST be on official generalate or provincialate letterhead with stamp/seal and include her handwritten original signature and MUST include the following:**

- 1) A statement that you have read and understand the terms outlined in this Memo of Understanding for Congregational Leadership
  - 2) The GOapply Login ID Number of the request
  - 3) A brief description of the project and funding request
  - 4) Your recommendation of the funding request
  - 5) 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, HFS will need additional information. You will need to attest to the congregation's continued governance and oversight of the ministry. You must also describe the level of the congregation's current involvement and name a Primary Sister Contact.
  - 6) The bank name, congregational account name, and account number where HFS should transfer the funds if we award the grant
    - If the account holder is the name of an individual, also include the name and birthdate (month/day/year) of the individual sister who is a signer on the account.
- If the request is for the U.S./Canada OR a congregational office in the U.S., include the name of the check payee and the address to which HFS should mail the check. The information should be

- for a congregational bank account.
- 7) The name of the Leadership Conference of Religious for the country or region in which you will implement the project; indicate whether or not you are a member.

**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) If she is unable to continue in the ministry or is unable to meet the terms of the Grant Agreement, she or you must notify the Conrad N. Hilton Fund for Sisters immediately.
- 2) Failure to complete the reporting process may result in our need to deny grants to the congregation in the future.

**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 grantee does not submit the Grant Agreement within 30 days, HFS reserves the right to cancel the grant.
  - b. HFS sends funds within 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 U.S.) are due no earlier than 30 days before the due date, and no later than the due date.

**C. Issues regarding receipt of the funds:**

- 1) **Via Wire Transfer:**
  - a. If the bank returns the funds to HFS, HFS will notify the sister 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. HFS will deduct \$100 (U.S.) from the grant amount when the bank returns funds because of inaccurate or incorrect banking information.
  - b. If the sister has not received funds within 30 days of submitting the Grant Agreement, she should contact the community representative who provided the wire instructions or the bank for assistance. If there is no resolution, the sister is to notify the Conrad N. Hilton Fund for Sisters ([info@hiltonfundforsisters.org](mailto:info@hiltonfundforsisters.org)) of the need for a trace and, possibly, a recall of funds.
  - c. If we are unable to proceed with a transfer of funds due to incomplete, inconsistent, or incorrect information, we will delay the process until our next funding cycle. This delay would be 5-6 months after the board approval date.
- 2) **Via Check:**
  - a. If the designated payee has not received the funds within 30 days of submitting the Grant Agreement, the sister should contact the Conrad N. Hilton Fund for Sisters ([info@hiltonfundforsisters.org](mailto:info@hiltonfundforsisters.org)).