



## 2026 Letter of Authorization Guidelines

All applications for a grant must be accompanied by a Letter of Authorization.

Those authorized to sign such letters vary by the entity applying for the grant:

- Parish Support – Parish Priest/Administrator
- Catholic High School – Priest delegate and Principal
- Parish Catholic School – Priest delegate and Principal
- Social Justice Initiative – Parish Priest or Organization Director
- Vocational Assistance – Director of Vocations
- Diocesan Focus Initiatives – Department Director and Diocesan COO

Sample letter:

[Your Company Name]  
[Your Company Address]  
[Your Company Number]

August 8, 2050

To Whom It May Concern,

This letter serves as formal authorization for **(Insert Name)** to act on behalf of **[Parish/School/Diocesan Entity]** to complete applications and sign documents as necessary for the purpose of applying for a grant from the Catholic Foundation of Southwestern Indiana. This authorization is granted with full confidence and authority to represent our interests in these matters.

**(Insert Name)** is authorized to perform all tasks related to these transactions and document signings, effective February 2, 2026, until June 30, 2027. Should you have any questions or need further verification, please contact me at **[Signer's Email]** or **[Signer's Number]**.

Thank you for your cooperation.

Sincerely,

**(Title of Signer)**