

**Knights of Columbus**  
**Texas State Council Charities**  
*Needs Based Educational Grant PROGRAM*  
Revised July 2, 2024



**Page A**

Informational Page for the Grants.

**Leo Saenz, Chairman; (512) 831-8516; leosaenz@gmail.com**

Texas State Council Charities maintains two [Educational Grant](#) Programs that are funded by the interest received on the Cardinal Humberto Medeiros and Christopher Trust Funds managed by the Supreme Council. These two programs are the Catholic School Grants and the Individual Student Educational Grants.

#### **Catholic School Grants**

Texas State Council Charities will award \$2,000 or more per diocese to designated Catholic Schools within each diocese. Prior to March 1, the Educational Grant Committee will ask the Bishop of each Diocese, in conjunction with the Diocesan Superintendent or Director of Catholic Education, to designate schools in the Diocese to receive the funds and the amount (at least \$500) each school is to receive. Funds will be provided to the designated schools in the Diocese after the State Convention. The total amount available for each Diocese will be determined using a formula based on the number of Knights in each Diocese. Each Diocese will receive at least one \$2,000 grant.

#### **Individual Educational Grants**

The Texas State Council will award at least one \$1,000 Educational Grant per diocese and two more \$1,000 Educational Grants to the next two overall highest scoring applicants. (All dioceses are eligible for one of these two at-large awards.) The total number of grants for each Diocese is determined using a formula based on the number of Knights in each Diocese. Applications for these grants are due March 1, by midnight. The [Winners](#) will be announced at the State Convention.

#### **Who Is Eligible for the Individual Educational Grant?**

An applicant must be a Knight of Columbus member in good standing of a Council located in Texas, his wife, son or daughter. A granddaughter or grandson of a member in good standing in a Council in Texas may apply if their father is not a Knight or is not in good standing. Descendants of deceased members or grandfathers who were in good standing are also eligible. Also, *any graduating senior in a Catholic High School, or a graduate of a Catholic High School - in Texas - is eligible when sponsored by a local Council in Texas – even when the student's parent or grandparent is not a Knight.* All applicants must be at least a high school senior who will be graduating, a high school graduate, or college or technical school student, or seminary student, or enrolling in other advanced training.

**Educational [Grant money](#) is to be used for education in a University, College, Junior College, Technical School, Business School or Seminary.**

The application must be **complete and received on time**. There will be no exceptions to the deadline.

\*\*The sponsoring Council's Supreme **and State per capita must be paid in full** and the Council may not be suspended by the Supreme Council.

Guidelines for the Educational Grant Application are found in the application, which is available:

1. **At the Texas State Council <https://www.tkofc.org/starguide/charities/educational-grants>**
2. From your District Deputy; and
3. By email from the Educational Grant Chairman at [leosaenz@gmail.com](mailto:leosaenz@gmail.com)

The formula for determining the numbers of grants is one per Diocese, plus one additional grant for reaching each increment of 7,500 Knights in the Diocese as of July 1 each year.

**EDUCATIONAL GRANT APPLICATIONS ARE DUE BY MARCH 1 (3/1) OF THE GRANT YEAR.**

**Do not return this page with the application.**

This is a **checklist** for your **personal use, and to aid** you in completing the application properly. **PLEASE USE THIS AS YOU COMPLETE YOUR APPLICATION.**

Keep this page for yourself. **Do not return this page with your application.**

Parts	Date completed	Double checked	PDF, Scanned	NOTES
<b>Part 1</b> Demographics: Personal Information				
<b>PART 2</b> Verification Signature				Signature must be hand signed, <i>not an electronic signature.</i>
<b>PART 3</b> Transcript copy				Transcript(s) unofficial copies are acceptable. Please do not send transcripts that require electronic sign-ins.
<b>PART 4</b> 250 word Needs Essay				<b>Needs based essay no longer than 250 words.</b> Typed or printed name at top, <b>written signature required</b> below the essay.**
<b>PART 5</b> PER-CAPITA CONFIRMATION				Completely filled out and <b>SIGNED</b> by the Grand Knight who confirms that the <b>PER-CAPITA is up to date.</b>
<b>PART 6 DEADLINE</b> <b>March 1, 2025 by</b> Midnight				Must be received by <b>March 1, .</b> Hard Copies if surface mailed; <b>ONLY PDF</b> if e-mailed. Do not wait until the last minute! <b>OTHER FORMATS, SUCH AS JPEG, ARE NOT ACCEPTABLE!</b>
Notes				<b>PLEASE DO NOT SEND PAGES A OR B ALONG WITH THE APPLICATION MATERIALS.</b>

How long is a 250 word NEEDS BASED essay?

To answer that, it's about **half a page in MS word with font-size 12.** You can see the word count on the bottom of the page, just click anywhere on the page (so nothing is highlighted) and it'll be on the taskbar at the bottom. Otherwise, you click 'review' on taskbar at the top, then 'word count'. (That assumes you have 2010 MS, otherwise follow first instruction.) The Application is fillable on-line, but must be printed and scanned or printed into a **pdf format**, and includes the **requisite signatures**. Scan the paperwork including your **signed NEEDS-BASED essay as a pdf** (Please no picture files.) and then email to: [leosaenz@gmail.com](mailto:leosaenz@gmail.com). The 250-word NEEDS-BASED essay will have a little leeway. Just get it around 250 words and you'll do fine. [This entire page has 267 words with much open space with some font sizes less than 12 point.] Pages A & B are for your use. **Only send pages 1 & 2 along with the other materials required** (as indicated on the check list [page B]).

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Page B

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Texas State Council Charities  
*Needs-Based* Educational Grant Application



Application  
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**PART 1: Must be completed by all applicants.**

Name \_\_\_\_\_,  
(LAST) (FIRST) (MIDDLE)

Address \_\_\_\_\_  
Street City State Zip

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ email \_\_\_\_\_  
This email MUST BE CLEARLY PRINTED.

Diocese of Residence (**This is the same as diocese of Sponsoring Council.**) \_\_\_\_\_

I hereby make application for a Knights of Columbus Texas State Council Educational Grant in the amount of \$1,000 to be used to partially support me while attending the School of \_\_\_\_\_ (Example : Education; Science; Trade; Liberal Arts, etc.) at the following institution \_\_\_\_\_ (Example: Name of Institution; **University; College; Trade or Technical School, Seminary** etc.) For the Term \_\_\_\_\_ (Example: Fall 2025) (**Applicant must** be a high school graduating senior or a high school graduate.)

Applicant's relationship eligibility is Through: Self/ Father / Grandfather is a member of Council \_\_\_\_\_  
(Circle one)

Sponsoring Texas Council Name \_\_\_\_\_ City \_\_\_\_\_ Diocese \_\_\_\_\_

**Fill only if NOT related to a Texas Knight,** indicate Catholic High School attended and the city on the line below.

High School \_\_\_\_\_ CITY \_\_\_\_\_

**ALL MUST complete below:** -----

Family Information: Number and ages of brothers living at home # \_\_\_\_\_ Ages \_\_\_\_\_  
Number and ages of sisters living at home # \_\_\_\_\_ Ages \_\_\_\_\_

If applying for self and/or married, enter number and ages of children living at home \_\_\_\_\_

Father/parent/grandfather/or your occupation: \_\_\_\_\_ company \_\_\_\_\_  
(Circle one)

Mother/parent/spouse occupation: (Circle one) \_\_\_\_\_ company \_\_\_\_\_

**PART 2 - Signature to be completed by ALL. E-signatures are not acceptable. Use only hand signatures, then scan.**

I declare upon my honor that **all the** aforementioned statements, and all attachments are true and correct to the best of my knowledge and belief. I am a high school senior or in post high school training or schooling.]

\_\_\_\_\_  
(Written signature of applicant)

\_\_\_\_\_  
(Date)

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**PART 3:**

Forward a copy of your high school transcript, or if you are already in college, a copy of your current college transcript to the address below, or a scanned copy to the email below. We do not require an "official transcript."

**PART 4:** This is a **needs- based grant, *not*** a scholarship. Attach an essay in which you state, in your own words in 250 words as a maximum, why you need this grant, and how it will help you to reach your educational/life, long and short-term goals.

**TYPE** or clearly **PRINT** your name at the top of the page, and **HAND SIGN** the essay at **THE BOTTOM OF YOUR ESSAY PAGE**; then make a pdf of the page to send to [leosaenz@gmail.com](mailto:leosaenz@gmail.com) .

**PART 5:** CONFIRMATION OF **PER-CAPITA PAYMENT** AND GOOD STANDING OF SPONSORING COUNCIL:

Council # \_\_\_\_\_ is sponsoring \_\_\_\_\_ and is current in its per-capita,

Name of Applicant

and the applicant is sponsored by a Knight, or is a Catholic High School graduate and the sponsoring Council is in good standing as attested by the Grand Knight, with consultation of the Financial Secretary of

Council # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Diocese Signature of Grand Knight Date

**The signature is a confirmation that the council has its PER-CAPITA up to date. (GK, Please double check with your FS.)**

**PART 6: This Educational Grant application and all other required items must be received no later than March 1, 2025. Submit all materials either by:**

Scanned/pdf copies are to be emailed to [leosaenz@gmail.com](mailto:leosaenz@gmail.com) :

or send by postal mail or other carriers that **guarantee receipt** by *March 1*, to the address below. Scanned email applications are the preferred method of submission.

Leo Saenz,  
Chair, Educational Grant Committee  
Texas State Council Knights of Columbus  
15005 Apple Springs Hollow  
Leander, TX 78641

You will be **notified by email** of the receipt of your application and of its status when received **PLEASE DO NOT SEND YOUR APPLICATION BY REGISTERED!** (Doing this has caused problems in the past. Again, **email** is the best way to submit your application.)

**PLEASE REMEMBER:** After the **Texas Knights of Columbus Annual State Convention** in the spring, **the winners will be notified by the Texas State Council Office**, and those who did not receive a grant will be sent an email from the Educational Grant Committee to the email submitted on the application. Please make sure all application materials are **LEGIBLE**.