

UUFN Endowment Fund Grant Application

The UUFN Endowment committee is happy to announce that \$ 4,100 in Fellowship grants will be available in FY 2017/18. Grants will be considered that fall into one (or more) of these categories:

- 1) Program or facility support that will lead to a stable and growing base of Unitarian Universalism in our community;
- 2) Programs that support UUFN outreach efforts into the community, or for local service agencies or institutions for community members in spiritual and/or economic need that are related to our congregation; or
- 3) Leadership development scholarships or grants for UUFN members to attend UU related leadership training, conferences or events

Grant Guidelines:

- 1) Grants must come with approval/support from a UUFN standing or ad hoc committee. An exception may be made for Leadership development grants. However, priority will be given to those submitted through a committee.
- 2) Grants will go through a review process by the Endowment Committee in December and voted on by the congregation in February.
- 3) Grants may be submitted to the Committee Chair via e-mail at endowment@uufn.org, or five (5) hard copies may be submitted to the Fellowship Office no later than December 1, 2017.
- 4) Funds will be awarded following the February 2018 State of the Fellowship Meeting.
- 5) Committees must provide a brief final report to the Endowment Committee following completion of the project. The report will address project goals and expenses.
- 6) The application must address the following questions in no more than two (2) pages. Grants to complete projects will have differing criteria from grants that are used to purchase equipment or other single use items. (e.g. music folders)
 1. Project grants must answer the following questions to be considered.
 - a. What is the project purpose?
 - b. Why is this project appropriate for the endowment?
 - c. Who will be responsible for the project's implementation (committee and key person)?
 - d. Outline goals and objectives with a timeline.
 - e. Provide a detailed budget of how funds will be used, with categories for each expense (staff, equipment, supplies, travel, etc.) If the project includes equipment, where will it be stored?
 2. Equipment or Single Purpose Purchases
 - a. What is the purpose of purchase of this expenditure? How will it be used?
 - b. Why is this expenditure appropriate for the endowment?
 - c. Who will be responsible for the purchase and overseeing its' use?
 - d. Will the item(s) be available only for a specific purpose or will it be available to the rest of the congregation?
 - e. Where will it be stored?
 - f. Provide a detailed description of the item(s) to be purchased.
 - g. Provide a detailed budget for the purchase.

Grant Name: _____

Grant Category: _____

Project Amount: _____

Committee Sponsoring: _____

Committee Chair Signature: _____

Project Lead: _____

Phone #: _____

E-mail Address: _____

Date of Application: _____

Office Use Only:

Date received: _____

Reviewer _____

Recommended: Yes/No

Date approved/not approved _____