

**The Community Church of Chapel Hill Unitarian Universalist
2019-20 Endowment Fund Grants Program**



Distribution Process and Grant Application Form

The Community Church's Endowment Fund was established in December 2008 by a resolution adopted by the congregation. An initial sum of \$100,000 was invested in January 2010 in the Common Endowment Fund of the Unitarian Universalist Association and those funds are managed by the UUA. As of October 31, 2018 our Endowment Fund was valued at \$189,569. Over the past year, our invested funds have again achieved sufficient growth to allow for a small distribution of the proceeds to support special church-sponsored projects.



Purpose of the fund

The purpose of these funds is to support projects that empower church members and associates to live out our mission:

- *To nurture spiritual growth*
- *To support and care for each other*
- *To effect change through our love for the world*

For the grant cycle beginning July 2019, the Endowment Committee is offering two opportunities for distribution of funds as follows:

- \$7000 to support the Building Program. The Endowment Committee will seek congregational approval for these monies to be set aside until such time, *no later than December 2020*, as specific fit-up or other program completion needs are known and articulated to the Endowment Committee via the grant application process.
- \$2000 will be available for other opportunities (non-Building Program related) that support new and/or ongoing ministries either within or beyond the walls of our church.

Applications and instructions will be available on our website by February 1, 2019.

The Endowment Committee will hold an informational session after the 2nd service on February 17th in the Straley Room to provide interested parties with a review of the application process, the timeline for each of the two types of grants, and answer questions about types of projects that might be supported. If you are uncertain about whether your project falls within the scope of what the Endowment Committee funds, please come to the information session or contact an Endowment Committee member. Members are listed on the church's website.

Awards be finalized by a congregational vote at their Annual Meeting in June 2019. The funding will become available beginning July 2019.

NON-BUILDING PROGRAM RELATED TIMELINE

February 1, 2019 – Grant funding opportunity opens

February 17, 2019 – Grant funding opportunity information session

March 15, 2019 @ 5:00 p.m. Grant proposals for non-building program related projects are due (must be submitted electronically to endowment@c3huu.org)

June 2019- Selected grant proposal(s) to be approved for funding by congregation at the Annual Meeting

July 1, 2019 – Project period begins

BUILDING PROGRAM RELATED TIMELINE

June 2019 - Endowment Committee will request congregational approval for \$7000 to be reserved for specific Building Program related projects

July 2019-December 2020 - Grant applications for specific proposals are due no later than December 31, 2020 using the 2019-20 application form below

June 2021 - Final date for distribution of Building Program related grant funds

**Project Narrative
Limited to 3 pages**

Need – Urgency of the need being addressed and how well that is documented in your proposal will account for 25 out of 100 total evaluation points

1. What need or gap will this project address? Please remember to be specific, including how many people are affected and in what ways.
2. How is this need related to the church’s mission, vision or strategic plan? Why should the Endowment Fund support this program? Be specific.

Project Outcome(s) – Ability of the project to address the need stated above, and how well that is documented in your proposal will account for 25 out of 100 total evaluation points

3. What is the projected outcome(s) of the project and how will the project affect the need stated above? Include how you will measure the outcome(s).
4. If appropriate, please discuss how the project’s results will be shared with the congregation.

Project Plan – Understanding what is needed for the project to be successful and how well that is documented in your proposal will account for 25 out of 100 total evaluation points

5. What are the **major steps/activities** for this project (please walk through the project from beginning to final outcome(s) listed above)?
6. Specifically **who will be responsible** for each step’s completion (if training is involved, who or what organization will be doing the training and what are their qualifications)?
7. Who are the other **participants** in the work involved? Are they church staff members, church community members, local community members, etc.? What specifically are they contributing? If other community organizations are involved, please ensure you’ve received a commitment from them to participate should the project be funded.
8. Please provide a **timeline** in which the activities will be carried out, including a completion date.
9. Are there any **legal or insurance ramifications** associated with the project? If so, have they been addressed with Reverend Thom?
10. If appropriate, discuss any **major supplies or equipment** needed to complete the project.

**Project Budget
Limited to 1 page**

Budget – Understanding the total cost of the project and how well that is accounted for in your budget will account for 25 of 100 total evaluation points.

Please list **ALL** revenue and expenses needed to carry out your project.

Revenue	
Source	Amount
Endowment request	
Church Committee/Ministry Budget	
Other (please list)	
Total Revenue	
Expenses	
Consultants	
Space	
Travel	
Registration Fee(s)	
Supplies	
Equipment	
Other	
Total Expenses	

Budget Narrative

Please make sure revenue and expenses balance, and if not please explain.

Please detail how you calculated any budget items or costs if needed.

Attachments. Up to 5 pages of attachments that provide important information related to your project, which will help the Endowment Committee better understand the need for the project are allowable. These might include letters demonstrating community support; documentation of donated materials, time or supplies; news articles discussing need, etc. **If this is the continuation of a program**, provide some kind of documentation that demonstrates the success of what's been done to date.

Non Building Program related grant applications must be submitted electronically (via email) to endowment@c3huu.org no later than **5:00 p.m. on March 15, 2019**

Building Program related grant applications due no later than December 31, 2020