**The Community Church of Chapel Hill Unitarian Universalist**

**2018-19 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 December 31, 2017 our Endowment Fund was valued at $194,552. 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.



**Brief statement of the 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*

U**p to $3,500** is available for distribution to the congregation this cycle. Awards will be finalized by a congregational vote at their Annual Meeting in June 2018. The funding will become available beginning July 2018.

If you are uncertain about whether your project falls within the scope of what the Endowment Committee funds, please contact an Endowment Committee member. Members are listed on the church’s website.

**Grants Program Timeline**

**February 1, 2018** – Grant funding opportunity opens

**March 30, 2018 @ 5:00 p.m. Grant proposals due (must be submitted electronically to** endowment@c3huu.org**)**

**June 10, 2018** - Selected grant proposal(s) to be approved for funding by congregation at their Annual Meeting

**July 1, 2018** – Project period begins

 

**The Community Church of Chapel Hill UU Endowment Fund**

**2018-19 Grant Application Cover Sheet**

**Title of project:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary Contact person and contact information**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Email Phone

**Description of the Project Team**

1. What, if any, committee(s)/ministry teams are leading the effort?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please identify the names of at least 3 members of the congregation and/or pledging friends who are serving on the project team (signatures required).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature Date

**Project Summary**

 In no more than three sentences or 250 words, please briefly describe your project:

**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

1. 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).
2. 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

1. What are the **major steps/activities** for this project?
2. Specifically **who will be responsible** for each step’s completion?
3. 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.
4. Please provide a **timeline** in which the activities will be carried out, including a completion date.
5. If appropriate, discuss any **major supplies or equipment** needed to complete the project.

**Project Budget**

**Limited to 1 page**

**Budge**t – 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 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 needs, 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.

**All applications must be submitted electronically** (via email) to endowment@c3huu.org

no later than **5:00 p.m. on March 30, 2018.**