Unitarian Church of Evanston Endowment Fund
COMMUNITY PROJECT/CONGREGATIONAL SUPPORT
GRANT APPLICATION AND INSTRUCTIONS

TO EDIT THIS TEMPLATE:

1. **Click FILE in the top left-hand corner.**
2. **Select MAKE A COPY.**
3. **Name your grant application and choose where it should be saved. Perhaps your team folder, or a personal one.**
4. **Edit the copy.**
5. **When you've finished editing, do one of the following:**
    a. **Click SHARE in the top right, then COPY LINK, and e-mail the link to endowment@ucevanston.org**
    b. **Click FILE, then DOWNLOAD, then PDF DOCUMENT. The document will be downloaded as a PDF to your computer. E-mail the file as an attachment to endowment@ucevanston.org**

Who may Apply for an Endowment grant?

Only a UCE group (e.g., committee, task force, program, or board) may apply for an Endowment grant. The UCE group may, however, apply on behalf of a community organization that meets at least some of "Criteria for Granting to Community Based Organizations." The Fund does not make grants to other private foundations, donor advised funds, or individuals. The Fund will not sponsor charity, corporate, or sports events; nor will it purchase tickets or tables to fundraising events, or support political campaigns or lobbying efforts. Outside organizations should be recognized by the Internal Revenue Service as a non-profit organization under 501(c)(3) or have a fiscal sponsor that is an organization under 501(c)(3).

What kinds of projects are permitted to be funded by Endowment grants?

Article 4, section 2 of the UCE Endowment Fund bylaws specifies that funds may be used for one or more of the following purposes:

a. Supporting special church projects not anticipated in or provided for by the operating budget;
b. Supporting the communities in which the Unitarian Church of Evanston resides and operates, including spiritual, education, and economic needs;
c. Enhancing, repairing, supplementing, or improving the Unitarian Church of Evanston's building and property;
d. Funding scholarships and grants to Unitarian Church of Evanston members and staff for education and training;
e. Supporting the wider mission of Unitarian Universalism.

What are the deadlines for submitting a grant application?

The Endowment Fund's fiscal year is July 1-June 30. The deadlines for submitting applications are: May 31 (applications for the following fiscal year), October 31, January 31 (if funds remain available).

Completed applications with itemized budgets should be sent to: endowment@ucevanston.org. Each application is reviewed first by the Endowment Committee and referred to the Board of Trustees for final funding approval.

How will the funds be released?

Funds based on the itemized budget and/or firm bid or invoice, if applicable, will be transferred from Endowment to UCE. That money will be held in the church's general fund, until the contact person from the UCE sponsoring team submits receipts (or invoice) and a request for payment to the UCE Executive Operations Director. Unused funds will be returned to the Endowment Fund.

- Within 30 days of the project's final activity, submitting a final report to the Endowment Committee summarizing the project. 1) How did you evaluate the project? 2) What were the successes? 3) What were obstacles? And how were they overcome?
- Authorize EOD to return unspent funds to Endowment within 60 days following the completion of the project.

CRITERIA FOR FUNDING COMMUNITY PROJECTS

The following criteria will be used to evaluate applications (click the checkboxes that apply)

- ☐ Impact of specific project to be funded is significant
- ☐ Orientation toward social justice
- ☐ Commitment to anti-oppression in policy or practice
- ☐ Serves or represents (through direct service or advocacy) a population which experiences significant poverty, lack of basic human needs (housing, food, etc.) and/or significant discrimination or marginalization.
- ☐ Opportunities for UCE volunteer and community engagement
- ☐ Focuses on systemic, structural change, or, if social service provider, also engages in significant advocacy/policy work
- ☐ Has a UU identity
- ☐ Helps individuals make big changes in their lives (e.g., securing safe or permanent housing, overcoming trauma)
- ☐ Is small and not well funded (our help would be significant), but evidences staying power (has existed at least 3 years)
- ☐ Has UCE members who are or have been active with the organization as volunteers, staff, board members or beneficiaries of service
- ☐ Displays evidence of effectively meeting its goals and efficiently using its funding, either from UCE or others. This can be through an independent review service for non-profits, information the organization furnishes other funders, or other non-subjective source of information.
- ☐ Focuses on environment or environmental justice
- ☐ Provides a unique benefit to the local community
- ☐ Operates collaboratively with other organizations and/or exhibits understanding of intersectionality among peoples and issues
- ☐ Uses the arts in carrying out its mission; promotes joy and creativity

Unitarian Church of Evanston Endowment Fund
GRANT APPLICATION

1. Date of Application:

2. Name of UCE group (committee, council, board, program, Task Force, etc.) making the request:

3. Name of contact person representing UCE group requesting funds: Eileen Wiviott
Attestation that contact person has agreed to attached responsibilities in Instructions for Completing Grant Application

- ☐ **YES**
- ☐ **NO**

4. Contact phone number:	5. Contact email:

6. Which Endowment Allocation is this application for?
   a. Congregational Support (*Skip to question #9)*
   b. Community Projects *(Proceed to question #7)*

7. What is the name of the community-based organization?

8. Does the community-based organization meet the following criteria?

- ☐ **YES**
- ☐ **NO**

- The Organization must be located within and/or primarily serving residents of Cook County, Illinois.
- The community organization must be a nonprofit organization with evidence that it: (select one)

  ☐ Has been recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code; or

  ☐ Is fiscally sponsored by a Section 501(c)(3) organization (please list):

9. Has this group received Endowment funding in the past?

- ☐ **YES**
- ☐ **NO**

If so, please list the year, amount, and project:

10. Project title:

11. Total amount requested from Endowment:

12. Dates of project duration:

13. Which purpose of Article 4, section 2 of the UCE Endowment Fund bylaws does this grant application satisfy? (check all that apply)

- ☐ Supports a special church project not anticipated in or provided for by the operating budget;
- ☐ Supports communities in which the Unitarian Church of Evanston resides and operates, including spiritual, education, and economic needs;
- ☐ Enhances, repairs, supplements, or improves the Unitarian Church of Evanston's building and property;
- ☐ Funds scholarships and grants to Unitarian Church of Evanston members and staff for education and training; and/or
- ☐ Supports the wider mission of Unitarian Universalism.

14. Project Summary:

15. What is the timeline for the project? List specific dates when activities will be carried out:

16. List the Goals and objectives of the project:

17. How will this project help fulfill the Mission and/or Ends Statements of UCE? Please be specific about how this project supports anti-oppression in policy or practice.

. Describe the engagement (current or future) of the UCE congregation with this project. How many congregants are involved and in what way?

19. Describe how you will evaluate the efficacy of the project?

20. Compile an itemized budget that lists **all expenses and all income streams** such as: any fees charged (workshop fees, for example), UCE operating funds allocated to your project, outside donations, and amount requested from Endowment. Capital expenses must be accompanied by three bids. *(Provide budget here or include as an attachment with your application.)*

21. How will future costs of the project be met, if applicable?