

**JUC ENDOWMENT AND MEMORIAL GIFT TRUST
SPECIAL PROJECT GUIDELINES FOR 2019-2020 GRANTS**

1. Projects that are awarded funds will reflect the religious and social values expressed in the UUA Principles, the JUC Mission statement and JUC's Values and Strategic Outcomes. See <https://jeffersonunitarian.org/wp-content/uploads/2016/02/Values-and-Strategic-Outcomes.pdf>
2. All proposals will originate from or through a standing committee or other recognized group of JUC. Any application requiring capital expenditures (e.g., building modifications, additional utility usage), must be reviewed and approved by JUC staff, coordinated through Carol Wilsey.
3. Proposals will be evaluated according to the criteria shown on the application page.
4. Projects shall not include: operating expenses; day-to-day expenses; expenses ordinarily included in the annual budget; and expenses that have been or will be incurred on a regular and ongoing basis. The Trust shall not be used for expenditures for which there will be no lasting benefit.
5. Projects to be funded will be chosen annually in the late spring on an individual basis. Grant funds will be available for expenditure in the following fiscal year (i.e., after July 1). Consideration will be given to proposals for projects that need funding greater than what is currently available. In such a case, funds could be granted for this fiscal year with additional funds set aside for future allocations. Generally, grant proposals must be submitted no later than the date specified below in these guidelines for award consideration. However, the EMGT Committee may, at its discretion, consider 'out-of-cycle' grant proposals for special, unforeseen or extraordinary projects to the extent funds are deemed available.
6. Project monitoring will be the responsibility of the committee or group awarded the funds. A person must be assigned by the applicant to monitor the grant and report to EMGT. This person will communicate with a member of the EMGT Committee assigned as liaison to the project. A written status report documenting progress and fund expenditures will be required by December 31 of the fiscal year for which the project received funding. A final report will be required at project completion that will include comments about the accomplishment of objectives. The interim and final reports will follow the format established by the EMGT Committee.
7. Examples of types of projects include, but are not limited to:
 - Capital improvements (non-maintenance)
 - Education programs for congregation and/or community
 - Community outreach/social action
 - Wider mission of Unitarian-Universalism (e.g., new church development)
8. Grant money must be spent within the fiscal year (July 1 - June 30) awarded. If the project completion is not possible within that timeframe, the project contact person must submit a Request for Extension of up to six months until December 31. The Request for Extension must be received by the EMGT Committee before June 30 or the funds must be returned. The EMGT Committee will approve/disapprove the request within two weeks of receipt. Any funds not utilized within the allotted or extended time are to be returned to the EMGT pool for the next grant cycle. A new proposal can be submitted for the same project in the next grant cycle and will be evaluated strictly on its merit against other requests.

JUC Endowment and Memorial Gift Trust
Application for Special Project Funding for Church Fiscal Year 2019-2020

- Project title:
- Project contact person, e-mail and phone:
- Dollar amount requested:
- Name of JUC sponsoring organization (include point of contact, email and phone for person within sponsoring organization):
- Detailed description of proposed project (not exceeding 2 pages). This should include:
 - A. Project objective: Describe what the project is intended to accomplish; what goal are you seeking?
 - B. Scope of Work: Describe the work to be done, specifically:
 - Describe the work to be done in terms of particular tasks;
 - Describe who will do it;
 - Provide a schedule for the tasks; and
 - Provide metrics for measuring the success or outcome of your project. All grant projects can be measured. Examples of metrics:
 - If your grant funds a project to provide books to children, your metric could be: With the new books, 80% of the students will have started reading by the end of the program as measured by X. (List how you will measure your effectiveness.)
 - If your grant funds volunteer service, your metric could be: A 5% increase or approximately 40 new members will help with volunteer duties four times per year.
 - You must define metrics relevant to your specific project.
 - C. In addition to measurable outcomes, you may list non-measurable outcomes. Not all outcomes are quantifiable, some may further an intrinsic value; if so, please identify such value(s).
 - D. Budget breakdown: How much money will go for salaries, travel, materials, overhead, etc. Describe any cost sharing for the project to come from other sources.
- Describe plan/timeline for implementation: When will project start and be completed?
- How will the project make a difference for JUC, the UU denomination, and/or the larger community? What impact will the grant enable? This should include how project meets JUC strategic outcomes, short-term benefits, lasting value and provide a brief evaluation plan.
- Person or persons responsible for project oversight and reporting, and their contact information (if the same as the contact person listed above, please so state):
- Describe the responsible person's qualifications.

- Evaluation and selection criteria:
 - Meets JUC Values and Strategic Outcomes
 - Quality of proposal
 - Timeliness of proposal
 - Cost effectiveness
 - Likelihood of success
 - Lasting value to JUC and/or the wider community
 - Practicality
 - Fulfills a need

- Please submit additional pages as necessary to address any of the items above.

Total funds available: \$42,000. Deadline for proposal submission: Friday, April 5, 2019; notice of grant awards will be made no later than April 30, 2019, for expenditure in fiscal year 2019-2020.

Submit applications via email to EMGT@jeffersonunitarian.org, and deliver hard copy applications to the EMGT mail slot in the Mills building lobby. Provide an email copy of the application to Carol Wilsey, at: carolwilsey@jeffersonunitarian.org