

JUC ENDOWMENT AND MEMORIAL GIFT TRUST  
SPECIAL PROJECT GUIDELINES FOR 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, Mission, and Ends](#).
2. All proposals will originate from or through a [JUC standing committee](#). Any application requiring capital expenditures (e.g., building modifications, additional utility usage), must be reviewed and approved by JUC staff, coordinated through JUC's business administrator.
3. Proposals will be evaluated according to the criteria shown in the [EMGT Application for Project Funding](#).
4. Projects shall not include: operating expenses; day-to-day expenses; expenses ordinarily included in the annual budget; or 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). Generally, grant proposals must be submitted no later than the date specified in the spring editions of the Weekly Connection. However, the EMGT Directors 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 JUC standing committee awarded the funds. A person must be assigned by the applicant to monitor the grant and report to EMGT. This person will communicate with an EMGT Director assigned as liaison to the project. A status report documenting progress and fund expenditures will be required by mid-January of the fiscal year for which the project received funding, using the [EMGT Grant Interim Report form](#). A final report will be required at project completion detailing accomplishments, challenges, and impacts, using the [EMGT Grant Final Report form](#). The interim and final reports will follow the format established by the EMGT Directors.
7. Examples of types of projects include, but are not limited to:
  - a. Capital improvements (non-maintenance)
  - b. Education programs for congregation and/or community
  - c. Community outreach/social action
  - d. Wider mission of Unitarian-Universalism (e.g., new church development)
8. Grant money must be spent within the fiscal year awarded (July 1-June 30). If the project completion is not possible within that timeframe, the project contact person must submit a Request for Extension to the EMGT Directors before June 30, or the funds must be

returned. The EMGT Directors 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.