

VUU Special Funds Grant Process and Application

Approved 6-29-14

Application Contents:

Requests for funding from the VUU endowment funds, managed by the Special Funds committee should:

- 1) Provide written narrative explanation how the project meets the stated objectives of the Special Funds endowment as outlined in the charter;
- 2) Written narrative explanation of purpose and connection to VUU mission and ministry;
- 3) Detailed budget showing other sources of funding (including any relevant long-term maintenance or continuing expense). If necessary, explain why project is not included in the annual operating budget.

Approvals:

Application should ask the grantee to identify any committees that may be impacted by the requested project and get their signature prior to submission to Special Funds for funding request. Special Funds committee should also retain the ability to refer a request to a committee or ministry, as appropriate, for additional review or consideration.

Application Calendar:

Proposals are accepted between July 1 and September 30. Special Funds committee decisions are made by December 1. Written progress reports detailing the use of funds are due back to Special Funds committee by June 30 of each year in which grant funds are spent. Please include brief narrative update of progress against stated objectives, and detailed accounting of funds expended in the period.

GRANT APPLICATION FORM:

Amount Requested:

Date Funds needed: (Please consider the time needed to review your request with other impacted committees and ministries of VUU. Also, please note the VUU Special Funds grant approval calendar.)

Narrative Description (Please address points 1 and 2 on previous page):

Detailed Budget (Please address point 3 on previous page):

Approvals:

Committee	Approvals (please see attached signature or N/A)	FOR USE BY SPECIAL FUNDS: (Additional Review Requested)
Board (Long-range planning, mission assurance, etc)		
Leadership Development committee		
Search Committee		
Finance (budget impact in current and future years)		
Facilities (property maintenance, rentals, safety, aesthetics, etc)		
Policy/By-laws subcommittee of board		
Minister/Executive Team		
Pastoral Care Ministry		
Music Ministry (choir, accompanist, house bands, music events, VUUSICA, etc)		
Education Ministry (children, adult, coming of age, OWL, social groups, interest groups, family events)		
Worship Ministry		
Denomination Ministry (UUA, PWS, Chalice Lighters, SAWUURA, GA, UUSC, etc)		
Social Action Ministry (Focus Charity, UUSC, Green Sanctuary, SSL, iHelp, etc)		
Membership Ministry (ambassadors, childcare coordinator, hospitality – Cafes, Memorial Services, etc)		
Fellowship Ministries (Women’s Group, Circle Suppers, All Soles WUUrksouts, Bridget, Knitting, Young Adults, etc)		
Communications Ministry (IT, website, newsletter, publicity)		
Stewardship Committee (pledging, auction, art sale, fundraiser approvals/scheduling, shopping rebates, B&B program)		
Personnel Committee		