**Unitarian Universalist Church of the Shenandoah Valley**

**Endowment Fund Committee**

**Call for Proposals for CY 2024 Doug Adams Grants**

The Endowment Fund Committee (EFC) is charged with furthering the principles, objectives, programs, and purposes of the Unitarian Universalist Church of the Shenandoah Valley by the awarding of grants financed by a portion of the income from the endowment fund. These grants are named in honor of Doug Adams, a long-time UUCSV member and major contributor to the endowment fund.

**Funding Grant Guidelines**

Projects awarded funds shall reflect the religious and social values expressed in the UUA Principles. Congregational committees and/or members of the UUCSV may submit proposals. Examples of types of projects include but are not limited to:

* Educational programs for the congregation and/or community
* Community outreach/social action
* Activities related to the wider mission of Unitarian Universalism
* Capital improvements, other than constructing or expanding the UUCSV building.

**Grants will not be used to cover operating expenses, day-to-day expenses ordinarily included in the annual budget, salaries, or expenses that have been or will be incurred on a regular, ongoing basis**. **Proposals shall be evaluated on the following factors**:

1. Quality of the proposal
2. Benefit to UUCSV, the UUA, and/or the local community
3. Cost effectiveness of the project
4. The amount of money available for expenditure
5. Reasonableness of the proposal (likelihood of successful and timely completion within the implementation period; harmonization with other/broader church activities or projects)

Requests must be submitted to the EFC through the Church office by Mar. 31 of the application year. The EFC will review the requests and make funding recommendations to the Board for final approval in April. Grant awardees will be announced at the Annual Meeting in June. Projects **should be completed by December 31 of the application year** unless the project is tied to the academic year**.** Academic year projects should be completed by June 30 of the academic year. When a grant is awarded, an EFC member will be appointed as your liaison.

The applicant is required to submit a final report to the Endowment Fund Committee chair no later than 30 days after completion of the activity. The report should include:

* Details of implementation including challenges and solutions,
* Itemization of actual expenditures, and
* Who specifically worked on the project.

Please use the Grant Proposal Form on the next page to submit your application. Completed applications should be submitted to the EFC through the Church office by emailing

**Doug Adams Grant Application Form**

**Instructions**: To apply for a Doug Adams Grant please complete this form and email it to Owen Lowe at [loweo@outlook.com](mailto:loweo@outlook.com) or the Church Administrator at [administrator@uushenandoah.org](mailto:administrator@uushenandoah.org). If you have any questions, contact your liaison on the Endowment Fund Committee. Final submissions should be emailed directly to your contact on the Endowment Committee no later than March 31st of the application year.

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| **Information** | **Responses** |
| 1. Project Title: |  |
| 1. Committee Requesting the Grant: |  |
| 1. Name and Contact Information of the Project Manager: |  |
| 1. Description of the Project: |  |
| 1. Implementation Plan/Timeline:   (Projects must be completed by Dec. 31 of the  application year unless tied to the academic  year.) |  |
| 1. Which congregation/community members will most likely benefit directly from this initiative? (For example: in-person churchgoers, remote attendees, RE, food bank etc.) |  |
| 1. What are the benefits to the UUCSV?   How does this project contribute to the goals of the UUA, and/or the community? |  |
| 1. How will we know if the project has been completed successfully? |  |

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| 1. Grant ($$) request and details | Itemized list of expenses and costs | |
| Expenses | **Source** | **Cost** |
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| Total Amount Requested🡪 |  |  |