

## ***Unitarian Universalist Church of Bloomington-Normal, IL Social Justice Fund Grant Application***

The social justice fund is designed to promote living our values of justice, equity and compassion in human relations.

*UUBN Members/Friends are eligible to apply for grants.*

### **A. Cover Sheet**

#### **Project Title:**

Name of group(s) participating in project:

Please choose a name for the group proposing the project. Also include additional UUBN committees/groups or any other organizations that will be involved.

UUBN Contact Person:

Date:

Day Phone:

Evening Phone:

Email Address:

Project Start Date:

Expected Completion Date:

Requested Amount of Funding:

- up to a maximum request of \$5000.00 for groups of 3 people or more
- up to a maximum request of \$1,000.00 for 1 or 2 people  
(One (1) grant per individual will be awarded per year)

Possible Income from Other Sources: \$

Total Project Budget: \$

Number of UUBN Members/Friends Expected to Participate in Project:

#### **Information to include in application:**

\_\_\_\_\_ A. Cover Sheet AND 50-word project summary

\_\_\_\_\_ B. Narrative Description - 1-4 pages

The narrative will address questions listed in Section B -- 2500 word maximum

\_\_\_\_\_ C. Project Budget listing expenses as well as amounts and sources of income

\_\_\_\_\_ D. Participating UUBN Members/Friends: list of names and responsibilities, volunteer time

\_\_\_\_\_ E. Signed Agreement for submitting Final Report at completion of the project

Attach a fifty word summary of the project.

**B. Narrative Description:** -- 2500 word maximum

1. What are the social justice issue(s) the project will address? What is the primary goal of the project?
2. Describe the project.
3. Background on the project - what inspired the project or how was the need identified?
4. Who will be affected by the project? Who will it reach and how will this be achieved?
5. Provide a timeline of activities. Is this a one-time project or part of an ongoing project?
6. What groups within the Church or in the community will contribute either time or funds? What efforts will be made to increase participation of more people from UUBN?
7. If the project involves children/youth, please identify UUBN adult sponsors and describe how the children/youth will be supervised.
8. Please describe any plans for raising additional income to the proposed grant.
9. Every proposal will include an evaluation plan.  
Describe the evaluation plan. This plan will consider the outcomes of the project (surveys or evaluation forms from volunteers/participants can be helpful to these efforts). The plan will evaluate if/how stated goals were achieved and address the following:
  - What changed as a result of the project?
  - What did the UUBN project participants learn and/or accomplish?
  - How were the social justice goals of the project met?

**C. Project Budget**

Use tables or a spreadsheet to include information about expenses, income, sources of income etc.

Example:

<b>Project Expenses:</b>	
Materials/equipment	\$
Postage/Supplies	\$
Honoraria	\$
Travel	\$
Housing and Meals	\$
Other	\$
Other	\$
<b>Total</b>	
If multiple participants are included in budget, please list number of participants and the costs per participant as well as total costs.	

<b>Proposed Income: (Source)</b>		
UUBN Social Justice Fund Grant		\$
donation	J. Doe	\$
(materials)	local business	\$
		\$
		\$
		\$
		\$
<b>Total</b>		
Please list any donated material, services or cash contributions that individuals or organizations will contribute toward the project.		

While up to 100% of project costs can be covered by the Social Justice Fund Grant, any additional contributions and fundraising activities (bake sales, etc) will be listed with the income information.

**D. Participating UUBN Members/Friends**

List the names of those UUBN Members/Friends who will participate in the project. Estimate the time commitment each of these volunteers anticipates contributing. As some volunteers might not yet have been identified, include plans for recruiting other participants and expectations of volunteers.

**E. Final Report of Project**

Every proposal funded through a Social Justice Fund Grant will have a Final Report submitted to the Church Board within 30 days of project completion. This report will include:

- accounting of expenses and income
- summary of completed project
- summary of evaluation

The agreement to submit a Final Report on a Social Justice Project requesting funds from the Social Justice Fund Grant is part of the application and must be signed by a UUBN project participant (see below).

**Final Report for** (project title):

will be submitted to the Church Board within 30 days of project completion. This report will include an accounting of UUBN Member/Friend participation, work completed, actual expenditures as well as outcomes of project.

Anticipated Project Completion Date:

Final Report expected date:

Final Report to be submitted by: \_\_\_\_\_  
(Printed Name of Proposer)

OR UUBN Member/Friend Participant: \_\_\_\_\_  
(Printed Name)

Signature: \_\_\_\_\_

Date signed \_\_\_\_\_