

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

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

### **General Questions:**

**Is the application form provided for the Social Justice Fund (SJF) Grant required? (Can an applicant use a different format?)**

*Applications will all be submitted using the format provided. A PDF of the application is available from our Office Manager, Samantha. The Cover Page and Final Report Agreements are also available as Word Documents that can be filled in electronically, recreated by applicants with the relevant information, or filled in by hand. Applicants may create the narrative and budget sections using their own software referencing the numbered items in the narrative. The budget page may be an attachment with the relevant information in a spreadsheet or table format chosen by the applicant.*

*All Applications will include:*

- \_\_\_\_\_ 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

**When can groups apply for SJF Grants?**

*There will be three grant review cycles per year:*

<i>Deadline</i>	<i>Notification of grant awards</i>
<i>Sept 15</i>	<i>October 15</i>
<i>January 15</i>	<i>Feb 15</i>
<i>March 30</i>	<i>April 30</i>

*A maximum of \$6,000 will be awarded per review cycle.*

*For each SJF review cycle, the review committee will meet within the month following the deadline. Applicants will be notified of the review committee's decision by the notification date (or earlier, depending on when the committee completes review for that cycle).*

**When do funds become available?**

*Applicants can specify in the timeline (**Section B. Narrative**, question 5) when funds are needed. Otherwise, funds will be made available at least one month prior to the project implementation date (or right after award notification if the implementation date is sooner than 30 days from award notification).*

*The Start Date on the Cover Sheet will list the event start as well as the start of the preparation work on the project so that funds are available for putting the project together.*

**What if an application does not include enough information on the proposed project?**

*In the event an application is considered incomplete, the review committee will decide if applicants can provide that information during the current review period or if the completed application will have to be resubmitted to a later review cycle.*

**Can individuals participate in more than one project a year?**

*Generally, yes. An individual or pair can receive a maximum of one SJF Grant award per church year (September to August).*

*For example, UUBN member A and member B apply for a grant in April of 2012 that will be implemented in September. Then member A applies for a new project with member C in January of 2013 to be implemented in May 2013. Even though the two projects occur in the same church year, (September 2012 and May 2013), the grants were awarded in 2 different years (2011-12, and 2012-13) so this would be acceptable. However, those 2 projects would not be awarded grant funds in the same year because only one grant award per year is permitted for individuals.*

*Larger projects that involve a number of individuals can include some of the same people as participants in different projects and list those volunteers in each of the projects.*

*Member A could participate in the partnering projects listed above as well as another group project if Member A can make the commitments to these different projects.*

**How much can projects receive through the SJF Grant?**

*It is anticipated that the majority of SJF Grants will be in the \$100-\$600 range. Prioritization of awards will be based on merit of proposed projects rather than budget or funding sources.*

*Projects involving groups of 3 or more people can receive up to \$5,000. Individual and 2-person projects can receive a maximum of \$1,000. Only one grant per church year will be awarded to an individual or pair.*

*Additional information on awards and budgets can be found in the information for **Section C. Project Budget.***

**NOTE:**

*The application is designed to be useful for a range of projects. Smaller, simpler proposals may not require as much information or detail as larger, group/travel projects. Whatever is required for the individual project will be included and the sections that don't apply can be marked NA.*

**A. Cover Sheet Questions (First page of Application):**

**Who is eligible to apply?**

*Any UUBN Member/Friend can apply. Any group with UUBN Members/Friends is also eligible for grants. Not all members of the group need to be part of the UUBN community. However, one of the goals of the fund is to encourage participation by UUBN community members, so addressing UUBN involvement (volunteers, recruitment, etc) is important to the application.*

**Why does the application ask for a group name and project title?**

*Each grant will go to a specific group/individual and project. While members of a particular committee may be involved in several projects, the projects are not a part of any committee and need to be identified individually for the activities of the church and the Social Justice Fund (historical records, tracking of funds, reports to the UUBN Board, identification in newsletters, etc).*

**Who gets listed as the UUBN contact person?**

*Any UUBN member knowledgeable of the details of the project can be the contact person. The contact person does not have to be the person writing the grant proposal. Co-proposers can be listed together.*

**What is the project summary?**

*The project summary is a brief description of the activities proposed (fifty words or less). Information about the social justice issues the project addresses and goals of the project can be outlined.*

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

**Will all of the 9 questions need to be answered for every application?**

*Proposals that do not involve youth will include sections for every question except number 7 (Adult sponsor). All proposals will include information for the remaining items:*

1.

1.	<i>Social Justice Issues/Goals</i>	5	<i>Project Timeline</i>
2.	<i>Project Description</i>	6.	<i>UUBN volunteers</i>
3.	<i>Project Background</i>	8.	<i>Other funding sources</i>
4.	<i>Audience Affected</i>	9.	<i>Evaluation Plan</i>

*Proposals including youth under the age of 18 will also need to include information on question 7, the adult sponsor.*

*Responses in each section do not need to be lengthy, a sentence or two will often provide the necessary information for many of the questions. The word count applies only to the narrative section and is somewhat flexible*

**What needs to be included for question 9, the Evaluation Plan?**

*For the evaluation plan, the application will need to address the methods that will be employed to evaluate the success of proposed project. Different types of tools might be useful for different types of projects, i.e. surveys of participants, volunteers, or evaluation by audience; tallies of participants, etc; whatever can help to identify the strengths and weaknesses of the project.*

*This evaluation will be a fundamental component of the final report on the project. The evaluation plan does not have to be elaborate. However, it is important to consider the means by which the success of a project will be assessed - prior to implementing the project.*

**C. Project Budget Questions:**

**How do budget items get estimated?**

*Accurately estimating expenses for a future project is a challenge and will require some amount of research.*

**Are matching funds required?**

*If the project involves travel, there is the expectation that the participants will be responsible for some of those costs (these would include gas, housing, meals), but otherwise no. It is expected that group projects will make some effort to raise some of the required funds when appropriate. Many projects will be funded entirely by a grant.*

**How do donations by individuals get listed?**

*It is important that the contributions by participants and other donors be listed as part of the total budget. (A \$600 project that requests \$300 from the SJF grant should list the \$300 in other donations as income and include how that money will be applied to the total project expenses).*

**How are travel expenses handled?**

*Travel is likely to be the major expense on non-local projects. Reasonable efforts to control costs as well as participant contributions (through fundraising, donations, or some combination of those) will be expected. (While it isn't relevant for the grant, individuals incurring expenses might want to consider how those costs are itemized and paid by the grant since some of the transportation costs could be allowed as tax deductions on federal taxes.*

**What expenses are allowed?**

*Costs other than salaries or stipends can be included in the project. Nominal Honoraria for speakers/guests would be allowed.*

**What if other donations exceed expectations?**

*Any unused grant monies are expected to be returned to the Social Justice Fund.*

**D. Participating UUBN Members/Friends Questions:**

**What if volunteers on a project are not yet signed up?**

*Many projects will not have identified all of the project volunteers at the time of the grant application. Participant names that are known should be listed along with a reasonable number of additional volunteers expected. Time commitments anticipated for each of the known volunteers will be listed along with the anticipated contributions of those yet to be recruited. Successful projects will communicate realistic estimates to the volunteers regarding the time and effort people are likely to contribute. Plans for recruiting participants, the different volunteer needs at various stages of the project, and the expectations of volunteers will be included in this section.*

**E. Final Report Questions:**

**Who is responsible for submitting the final report?**

*The final report may be prepared by anyone who is actively involved in the project. The Final Report Agreement is part of the application and needs to be signed by the person who is expected to present the report to the SJF and the UUBN Board (within one month of completion of the project). The project will designate who is responsible for this report at the time of the application but it does not have to be the person writing the grant proposal.*

**What will the final report include?**

*The complete report will be 2-4 pages, including one page for the actual budget and 1-3 pages for the project review. The Final Report is the accounting of the entire project and will include a brief description of the outcomes (what was learned, what was accomplished, etc.) and the evaluation of the project as well as UUBN Member/Friend participation. A separate budget page of actual expenses and contributions with items listed in spreadsheet or table format is required. Any photos or printed materials from the project can be attached. Surveys or other feedback tools can also be included.*