

Administration and Procedures for Dedicated Funds Related to Social Action

January 16, 2012

Background:

Procedures for Dedicated Funds were proposed and implemented in 2006. The attached document provides the procedures that are currently in place. Also attached is the content from the flyer about dedicated funds. There are several funds other than social action funds. We are only addressing proposed changes to the Social Action Funds.

The following funds are social action funds:

The Marjorie Fisher Environmental Fund supports UCE's environmental efforts, focusing on major UCE capital projects such as rain gardens and solar panels, as well as community projects such as recycling, organic gardening, and pesticide control. Donations and project suggestions are welcome from our members and friends. The Green Sanctuary Committee, founded by Marjorie Fisher, works closely with our Executive Operations Director to make our sanctuary more environmentally sustainable and should be consulted when making a proposal to use funds from the Marjorie Fisher Environmental Fund.

The Susan Walker Fund is dedicated to projects and initiatives that promote social change and economic justice through advocacy and raising awareness. Projects may include those that pertain to lesbian, gay, bisexual, and transgender equality, as well as Peace and Justice. Based on the UU principle affirming and promoting 'the inherent worth and dignity of every person', the fund supports activities that increase equality and encourage positive systemic change.

The Community Action Fund is dedicated to supporting activities that alleviate the hardship, suffering, and alienation of homelessness and/or hunger in our community. The Fund supports initiatives that nurture relationships within our congregation, with neighboring congregations, and with the wider community in order to lift up the dignity of every human being regardless of their current circumstances. Our reach is limited only by the funds we are able to collect and by the volunteers who help.

Other Funds:

The Elaine Mensinger New Opportunities Fund

The Building & Grounds Fund

The Katie Mitchell Library Fund

The Memorial Fund.

The Music Fund

The Pastoral Care Fund

The Rosemary Zwick Creative Arts Fund

New Proposal:

The Social Action Council will be the conduit for granting funding above \$200 from the Dedicated Funds that apply to social action activities. The SAC meets four times a year—January, April, August, and October. An announcement will be made 4 weeks prior to the SAC meetings to encourage applications and also to encourage donations. Applicants will be directed to a brief form to complete (in collaboration with the social action team that most relates to the project if applicable) that will include a description of the project, when it is expected to start and stop, a brief budget, and why it is important that the church engage in the activity. (See draft form below)

Requests for funding will be sent to the SAC prior to the scheduled meeting. The team that normally deals with the specific dedicated fund will make the presentations of proposals. Because the Executive Team is represented on the SAC, they will be present and can provide comment and input into the proposals. In the event that funds are desired before the next Social Action Council meeting, requests can be sent to the SAC via email for discussion. However, every effort should be made to submit the application in advance of the next SAC quarterly meeting.

The SAC will vote and 2/3 of those present will initially approve the allocation of funds. The Executive Operations Director will give final approval and authorize disbursement.

In such cases as funds are accepted for a specific project within the realm of the dedicated funds scope, such as the rain garden or a stove for the Jonquil Hotel kitchen, funds can be designated for that specific purpose in the dedicated fund and designated for that purpose. In these instances, the specific purpose of the funds must be discussed with and clearly communicated to the Social Action Coordinator, the related team, The Accounting Manager, and the Executive Team and indicated on the application form.

Any projects impacting the building or the grounds must be approved by the Board of Trustees and the Executive Team.

Dedicated Fund Request for Social Action Projects

Please complete the form and send to Eileen Wiviott. Forms must be received 15 days prior to the scheduled Social Action Council Meetings. Meetings are held in January, April, August, and October.

If you have questions talk with Eileen for additional guidance. You will be notified as to whether or not you will receive the requested funding after the Social Action Council Meeting. Those persons or groups awarded funds are requested to make an announcement prior to the beginning of their project in the newsletter and to write a brief report at the end of the project that can be published in the newsletter. We hope that publishing information about how funds are used will stimulate additional giving and additional ideas on how to use dedicated social action funds.

Applicant Name	Phone	Email
Requesting Funds from :	The Green Opportunities Fund The Susan Walker Social Action Fund The Community Action Fund	
Purpose of the request, how the project supports the mission of UCE and implements one or more UU principles, and why the fund chosen is appropriate for this request.		
Provide names of two other congregants who support this project and will work with you on it.	1. 2.	
Budget—briefly indicate how much money you want and what it will be used for. As much as possible give a complete yet brief budget		
Indicate if funds have been raised specifically for the purpose of this project		
Project Start and Stop Dates	Start Date:	Stop Date: