

# Unitarian Church of Evanston Endowment Fund COMMUNITY PARTNER GRANT APPLICATION AND INSTRUCTIONS

**Before you begin: Download the application. Then open and complete it locally using Word. DO NOT try to complete the form in your Web browser; you may lose your work.**

## **Who may apply for a Community Partner Endowment grant?**

Only a UCE group (committee, team, council, or board) may apply for a Community Partner grant, and they **MUST** go through a selection process administered annually by the Social Justice Council.

## **What organizations may be funded by a Community Partner Endowment grant?**

Community Partners are defined as those nonprofit organizations with a relationship of three years or longer with a UCE group and which work for the betterment of the wider community. These partnership funds can be used for general operating expenses. Receiving these funds does not preclude an organization from receiving additional funds from an endowment application submitted on their behalf for specific programming under the Community Projects allocation, or from receiving funding from the shared offering program.

## **What are the mechanics of the application process?**

Sponsoring UCE groups should submit their applications to the Social Justice Council (SJC), and recipients will be agreed upon by the SJC, on which each team has one vote. SJC will submit a list of community partner organizations with recommended distribution amounts (up to a maximum of \$3,000 per organization per year) to the Endowment Committee to be ultimately voted on by the Board of Trustees.

## **What specific requirements must each grant fulfill?**

Article 4, Section 2 of the UCE Endowment Fund bylaws specifies that funds may be used for one or more of the following purposes:

- a. Supporting special church projects not anticipated in or provided for by the operating budget;
- b. Supporting the communities in which the Unitarian Church of Evanston resides and operates, including spiritual, education, and economic needs;
- c. Enhancing, repairing, supplementing, or improving the Unitarian Church of Evanston's building and property;
- d. Funding scholarships and grants to Unitarian Church of Evanston members and staff for education and training;
- e. Supporting the wider mission of Unitarian Universalism.

We anticipate that Community Partner grants will fall under subsection b. or e. (to be specified in the grant application).

## **What is the deadline for submitting a grant application?**

The Endowment Fund's fiscal year is July 1-June 30. For the 2023-2024 fiscal year, the deadline for applications to be submitted to the Social Justice Council is September 30, 2023. After the Social Justice Council selects recipients and determines award recommendations, the applications will be sent to the Endowment Trustees and the Board of Trustees for final approval, with award announcements expected around December 1. Note that for the 2024-2025 fiscal year, the application deadline is expected to be March 31, 2024.

## **How will the funds be released?**

Shortly after approval by the Endowment Trustees and the Board of Trustees, funding for approved grants will be transferred from Endowment to UCE. The UCE Staff Accountant will then mail a check to each organization based on the disbursement information provided in the application.

## **Responsibilities of the sponsoring UCE group:**

- Completing the application for submission to the Social Justice Council.
- Acknowledging or publicizing the Endowment Fund's support of UCE's partnership with the Community Partner in two of the following ways: newsletter article, Facebook, pulpit testimonial, Joys and Concerns, social media, posters, fliers, handouts, etc.

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1. Date of Application:	
2. Name of the Community Partner:	
3. Name of UCE group sponsoring the Community Partner:	
4. Name of contact person representing UCE group:	
5. Contact phone number:	6. Contact email:
7. The Community Partner is a nonprofit organization with evidence that it (select one):  <input type="checkbox"/> Has been recognized by the Internal Revenue Service as an organization described in Section 501(c)(3) of the Code <input type="checkbox"/> Is fiscally sponsored by a Section 501(c)(3) organization (please list): <input type="checkbox"/> Has been recognized by the Internal Revenue Service as an organization described in Section 501(c)(4) of the Code	
8. Has this Community Partner received Endowment funding in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please list the year and amount:	
9. Disbursement instructions: Provide Community Partner contact name, address and phone number:	
10. Which purpose of Article 4, section 2 of the UCE Endowment Fund bylaws does this grant application satisfy? (check all that apply) <input type="checkbox"/> Supports a special church project not anticipated in or provided for by the operating budget; <input type="checkbox"/> Supports communities in which the Unitarian Church of Evanston resides and operates, including spiritual, education, and economic needs; <input type="checkbox"/> Enhances, repairs, supplements, or improves the Unitarian Church of Evanston's building and property; <input type="checkbox"/> Funds scholarships and grants to Unitarian Church of Evanston members and staff for education and training; and/or <input type="checkbox"/> Supports the wider mission of Unitarian Universalism.	

11. Brief Description of Community Partner's Mission and Work:

12. How does this organization support anti-oppression in policy or practice?

13. Describe the engagement of the UCE congregation with this organization. How are we working with this Community Partner to accomplish common goals? How many congregants or staff members are involved and in what way?

14. If this is a repeat grant, describe how our previous grant has had an impact on the organization and our relationship.

15. For SJC use only. Recommended grant amount: