



GENERAL GRANT APPLICATION

Congregation Name, City, and State:

Date of approval of this application by the congregation's governing board:

Grant Amount Needed:

Format: *Please use this template for applications for grants exceeding 10,000 USD. Add lines and pages as required. Answer all items, using "NA" if not applicable. Make your case, succinctly.*

Submission: *Email this completed application and accompanying pages as a single document in .pdf format to chalicelighters@cascadiauu.org. Applications may be submitted at any time, but allow two months prior to a call announcement for review, decisions, and call drafting. Be aware that if your application is approved, funding will generally not be available until after the close of the call in which donations are solicited.*

Obligations: *Chalice Lighter grantees must have and maintain:*

- *At least 30% of currently certified membership enrolled in and contributing to the Chalice Lighter program: If your application is accepted, the congregation pledges to use its best efforts to meet this requirement for at least the next three years.*
- *Reporting: Chalice Lighter grantees are expected to provide a written report on the results of the expenditures within 4 months of the completion of the project. Photographs of the project are appreciated. Send the report in .pdf format to chalicelighters@cascadiauu.org.*

Chalice Lighter member percentage can be verified by contacting chalicelighters@cascadiauu.org. Applicants who have received a Chalice Lighter grant within the past three years will be considered at a lower priority than all others. Small technology awards are not subject to this restriction.

Applicant Contact Information:

Congregation mailing address, email, and phone:

Congregation website:

Minister, or if none, principal lay leader, with phone and email:

Designated contact person for this grant, with title, if any, phone and email:

Applicant Data:

Typical current Sunday service attendance:

Adults:

Children:

Number of adult voting members most recently certified to the UUA or CUC:

Number of pledging units:

Average pledge per member:

Average pledge per pledging unit:

Financial Data:

Please attach:

- A budget showing income and expenses for the most recently completed fiscal year.
- A recent dated statement showing congregation assets, liabilities, and net worth.
- A list of paid staff positions with percentage of time paid.
- Comments on relevant unusual items or circumstances.

Project Description: What do you propose to accomplish with the requested funds? Attach photos or maps or equipment specifications if that helps. If relevant, provide facility information such as: features, age, owned or rented, mortgage amount and term, etc. If your project involves a new building at a new site, describe the new site and include information on building plans.

Project Purpose: How will the proposed project contribute to the growth and effectiveness of Unitarian Universalism in your community? If your congregation has a formal growth plan, please attach a copy. It is required, if you are proposing a major building project.

Project Resources: What is the amount of funding requested? Justify the amount and show that the appropriate homework has been done. Provide a budget for the project and list ancillary resources, including loans, from other sources. Explain how you intend to proceed if the funds made available by Chalice Lighters are less than the specified cost of the project.

Growth History: Has your congregation been growing? State and explain your recent trends in member numbers and budgets. Realistically, how will this grant make a difference?

Summary Paragraph: Please provide, to help in drafting our call letter, a short (~150 word/10 line) summary of why individual Chalice Lighters should send money to support this project.

Attachment Checklist:

- Budget
- Net worth statement
- Paid positions
- Growth plan, if applicable
- Project budget
- Photos, maps, specifications, etc. that help make your case
- Explanatory comments and footnotes as desired

Revised November 2023