

Application for Endowment Trust Grant

Overview

The Endowment Trust (ET) of the First Unitarian Universalist Society of Albany (Albany UU) seeks to promote the congregation's mission by providing grants from its earnings that support special Albany UU projects or mission-related expenses. The Endowment calculates an annual granting capacity. If money is not granted in the year, the granting money is reinvested in the Trust.

Guidelines

Grants for special projects will be awarded according to the following guidelines:

- The project or expense promotes the mission of Albany UU as stated below.
- Grants are only awarded to outside entities if the requested project involves the work and involvement of FUUSA members.
- Grants are not intended for maintenance and operations expenses. They are intended to supplement, not supplant.
- Preference is given to proposals for start-up projects, one-time activities, and acquisitions, rather than ongoing project expenses.
- The applicant has considered funding from other Albany UU sources and verified that no other monies are allocated to a committee budget for this project.
- Proposals to fund expenditures that have already been incurred are discouraged.
- There is money available for the particular grant cycle under which the grant proposal falls.

Process

After submission of your application, the ET board will reach out to you to schedule a meeting with you, to be held within the next 30 days, to discuss your request. Please be prepared to provide additional information about your project. If the ET board determines that your proposal meets the criteria and will be granted monies, you will receive your grant in one of two ways:

- 1.) you will be reimbursed for money spent, with proper receipts and documentation of all expenses. The grant must be spent within 12 months of the grant approval date. Money not spent by that time will be reallocated to the Trust. If there is a significant justification for delay, you may apply for a spending extension via email to the Endowment Trust Board.
 - We can be invoiced, on your approval by third party vendors for necessary payment of goods or services.
- 2.) you will be granted a lump sum for the agreed upon amount. Within 6 months you will need to provide receipts and documentation of how the money has been spent. If there is money remaining, you are required to share a documented plan for how the rest of the money is to be spent, and the expected time frame. By the end of the following 6 months, you will need to provide receipts and documentation of how the rest of the money has been spent. All grant money must be spent within 12 months of receipt. Anything that has not been spent or is not documented must be returned to the Trust. If there is a significant justification for delay, you may apply for a spending extension via email to the Endowment Trust Board.

Mission Statement of Albany UU

We welcome everyone. Our Unitarian Universalist community seeks truth and deeper meaning, pursues justice through inspired action, and cultivates compassion and love for all connected by the web of life.

Application for Endowment Trust Grant

Date of Application:

Name of person, committee, or group applying for grant:

Email:

Telephone:

Tell us about the project that you are requesting funding for. Please provide as much detail as possible.

How much money are you requesting:

Describe how the money will be spent:

What other Albany UU sources did you check regarding other monies that might be allocated to a committee budget for this project?

What are the dates you anticipate beginning and ending the grant-funded part of your project?

When do you foresee needing the grant money, if approved?

Thank you for your proposal.