

St. John's Unitarian Universalist Church

**Policy on Outreach Grant Allocation and the Outreach Grant Committee**

Policy adopted August 16, 2000, amended May 19, 2004

**Purpose:** To form guidelines for the awarding of grants and the submission of Outreach grant proposals

**Guidelines for the allocation of funds:**

- Outreach Grant monies will be allocated in the month following the close of the previous fiscal year after realized monies from pledges is known

**Guidelines for the awarding of grants:**

- Grants will be awarded to not-for-profit organizations that are involved in community action in the Greater Cincinnati area. Grants will be between \$500 and \$2000
- The Outreach Grant Committee will be responsible for the gathering and review of proposals, and the awarding of grants
- The Mission Council Director will be responsible for bringing to the Board the slate of grant recipients selected by the Outreach Grant Committee. The Board must approve all recipients
- There can be no direct benefit of a grant to a member of St. John's
- All previous applicants and recipients are eligible

**Guidelines for submission of grants:**

- Each request for a grant must include the following:
  - Identification of the Unitarian Universalist sponsor. Ideally, the sponsor will have first hand knowledge of the project or organization
  - Identification of the organization (title, address, phone numbers)
  - Identification of the contact person (name, address, phone numbers, email address)
  - Identification of the UU sponsor (name, address, phone numbers and church)
  - A brief paragraph describing the organization
  - Description of the specific project for funding
  - Description of how volunteer hours by St. John's members might be used by the organization
  - Amount of funding being requested, as well as a minimum amount that would be helpful
- Application and supporting information may not total more than 4 pages

**Guidelines for Outreach Grant Committee:**

- The Mission Council Director will be responsible for bringing to the Board a slate of Outreach Grant Committee members. The Board must approve all members
- The Committee will be composed of the Mission Council Director; and 4 members of the congregation, each serving staggered three year terms.
- Members cannot serve consecutive terms
- The Mission Council Director will convene the first meeting of the Outreach Grant Committee, at which time the committee will select its chairperson