

## FUUN ENDOWMENT TRUST GRANT REQUEST GUIDELINES (12.2022)

Each spring, the Trustees of the First Unitarian Universalist Church of Nashville's (FUUN) Endowment Trust consider allocating endowment funds to special projects that benefit FUUN. Grant request must be submitted electronically, via the **online form** at <https://www.firstuunash.org/endowment-grant-application/> or as an email **attachment** sent to [trust@thefuun.org](mailto:trust@thefuun.org), **no later than March 31**. The Trustees will review submissions during April and May. The awarded grants will be announced at FUUN's annual meeting in June. Grant request should be succinct, easy to read, and include the information listed below:

1. Title of Project
2. Sponsor (Member, Committee, Task Force or Friend of FUUN)
3. Sponsor's email
4. Sponsor's phone number
5. Who will manage the grant funds?
6. Describe the purpose of the project and how it would benefit FUUN.
7. Describe how the sponsor(s) will accomplish the goal of this project. Include the plan and implementation procedures.
8. When will the project begin?
9. When will the project be completed?
10. What is the amount of funding you are requesting?
11. When will the funds be needed?
12. Please provide a detailed budget.
13. Describe how the success of the project will be measured. Specifically, the measurement must include: outcomes that are measurable, realistic, and tangible. Identify the responsible party, and include when it will be reported and to whom.
14. Endorsements: Please list the groups and entities within the Church and/or community who will directly participate in, support, be affected by or benefit from the proposed project. Include written confirmation of their involvement (such as letters of endorsement or meeting minutes reporting a vote of approval). **Note: The endorsement of FUUN Finance Committee is required for (a) projects that are likely to require allocations from FUUN's operating budget in the future or (b) capital improvement projects.**

### ADDITIONAL NOTES

- The Trust does not fund compensation for what normally would be volunteer labor, although exceptions may be considered if the nature of the project makes use of a church member's livelihood.
- Grant requests less than \$750 will not be considered by the Endowment Trustees and should be directed to the Finance Committee for funding.
- Please contact the Social Justice Committee for grants benefiting community groups and Social Justice projects.

- Grant recipients must submit semi-annual and annual reports on expenditures until the funds are fully used.
- Applicants are encouraged to contact the Trustees with any questions.
- **Grant funds must be spent within 12 months of the annual meeting at which the grant award is announced, unless special permission has been requested and given.**

#### **GRANT FUNDING CONSIDERATIONS**

- Benefits FUUN
- Realistic measurable goals and end point
- Realistic plan, staffing and logistics
- Realistic budget
- Followed guidelines and met deadline
- Proper endorsements
- Good value (benefit aligned with cost)
- Prior grant history of applicant or project
- Benefits FUUN outreach efforts