



Call for Applications for Endowment Fund Grants for CY 2026

Unitarian Universalist Church of the Shenandoah Valley Endowment Fund Committee

(Revised January 2026)

The Endowment Fund Committee (EFC) is charged with furthering the principles, objectives, programs and purposes of the Unitarian Universalist Church of the Shenandoah Valley by the awarding of grants financed by a portion of the UUCSV Endowment Fund in years when market conditions are suitable for withdrawal of such funds. These grants honor the generous donors who have given to the Endowment Fund over the years, since inception in the 1990s.

Funding Grant Guidelines

To be awarded funds projects shall reflect the religious and social values expressed in the UUA Principles. Congregational committees and/or members of the UUCSV may submit applications. Examples of types of projects include but are not limited to:

- Educational programs for the congregation and/or community
- Community outreach/social action
- Activities related to the wider mission of Unitarian Universalism
- Capital improvements, other than constructing or expanding the UUCSV building.

Grants will not be used to cover operating or day-to-day expenses ordinarily included in the annual budget, nor salaries or expenses that have been or will be incurred on a regular, ongoing basis. Applications shall be evaluated on the following factors:

1. Quality of the proposed project/activity
2. Benefit to UUCSV, the UUA, and/or the local community
3. Cost effectiveness of the project
4. The amount of money available for expenditure
5. Reasonableness of the proposed project/activity - likelihood of successful and timely completion within the implementation period; harmonization with other/broader church activities or projects.

Timeline – the grant process functions on a Calendar Year (CY): See related instructions below.

January 31	Call for Grant Applications
March 31	Deadline for Grant Applications.
April 30	The EFC reviews applications and contacts applicants for additional information, as needed.
May 31	The EFC approves appropriate applications and makes funding recommendations to the Board for final approval. The Board may or may not approve of an application.
June	Grant awardees will be announced at the members' Annual Meeting. An EFC member will be appointed as your liaison to answer questions and provide guidance.
July 1	Grantees may begin spending funds after July 1, 2026 after being contacted directly by an EFC member.
December 31	All work, reimbursements and a final report must be submitted unless the project is tied to the academic year and prior approval is given. Academic year projects should be completed by June 30.

Submit your request on the **Endowment Fund Grant Application Form** (pages 2 & 3), **no later than March 31.**

Electronically created applications may be emailed to Leah Robinson (leah.bill@verizon.net). Paper applications should be placed in a sealed envelope and put into the Endowment Committee mailbox by the Church office.

KEEP IN MIND: Each grant requires a **Project Manager**, who will be responsible for:

- 1) Ensuring the project/activity is completed.
- 2) Submitting reimbursement requests, Church credit card use (*with receipts*), and/or vendor invoices for the activity/project expenditures on the specific reimbursement/payment request form provided to grantees.
- 3) Submitting a Final Report on the specific reporting form provided to grantees, 30 days after completion of the activity/project and no later than December 31, unless otherwise approved.

The Project Manager of an approved grant will be given a Grantee Packet that will include the specific forms mentioned. If you have questions, contact an EFC member: Suzanne Lareau, Alice Irvin, Gary Filmore, Leah Robinson, Mark Lore.



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Endowment Fund Grant Application Form
(Revised January 2026)

Instructions: To apply for an Endowment Fund Grant please complete this two-page form. You may submit a paper copy in a sealed envelope and put it into the Endowment Committee mail box by the Church office; or, email and electronic copy to Leah Robinson (leah.bill@verizon.net). Upon receipt, an Endowment Committee member may contact the Project Manager for additional information, if needed. Final submissions should be sent no later than **March 31, 2026**. Please write your complete information in the "Your Answers" column. Use as much space as you need. Please make a copy for yourself.

Information Required	Your Answers
1. Project Title	Title: _____
2. Committee or member requesting the Grant.	Name of person / committee requesting the grant: _____
3. Name and contact Information of the Project Manager. <i>This person is responsible for managing the project budget, and submitting reimbursement requests with receipts, credit card use receipts and/or invoices; and, the final report.</i>	Project manager Name: _____ Email: _____ Phone: _____
4. Description of the Project. <i>Include a detailed list of estimated expenses using the chart below (item #9).</i>	Write the total amount requested here: _____
5. Implementation Plan/Timeline. <i>Projects must be completed by Dec. 31 of the application year unless tied to the academic year.</i>	Write the estimated start date here: _____ Write the estimated completion date here: _____
6. Which congregation/community members will most likely benefit directly from this initiative? <i>For example: in-person churchgoers, remote attendees, RE, food bank, etc.</i>	Write a brief statement here: _____
7. What are the benefits to the UUCSV? <i>How does this project contribute to the goals of the UUCSV, UUA and/or the community?</i>	Write a brief statement here: _____



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8. How will we know if the project has been completed successfully?	Write a brief statement here:	
9. Itemized list of estimated expenses—enter in chart below		
Item	Source	Cost

Signature of Project Manager

As project manager for this grant, if awarded, I understand the use of the reimbursement / payment and report forms and will coordinate efforts with the Endowment Fund Committee through the assigned EFC liaison and/or Endowment Committee Treasurer, as appropriate.

Signature of Project Manager

Date