

**Unitarian Universalist Church of Bloomington, Indiana**  
**Application Procedure for Social Justice Grants**

Background

1. In 1998, when our church was enlarged, 3% of the total building funds raised were reserved for social justice projects. Proposals for grants of up to \$3000 in support of such projects are reviewed by the Social Justice Funds Committee (SJFC). Requests in excess of \$500 require additional approval by the church Board of Directors.

Guidelines

2. Projects proposed for grant support must be consonant with the mission of our church, be based in Monroe County, and have promise of lasting social benefit.
3. The grant proposal should be made by the member of the congregation who will be most actively involved in the proposed project. Proposals from church task forces are encouraged.
4. Before submitting the grant proposal, advocates of the proposal should have taken steps to inform members of the congregation and to involve interested members in the project.

Grant Procedures:

5. Application forms and guidelines will be made available on October 1. Application forms will be available on the church website or by request from a member of the committee. Completed applications may be filed electronically or left in the Social Justice mailbox in the church office. **Deadline for submission is November 1.**

Decisions on grants of \$500 and under will normally be made by early December. Larger grants requiring Board approval may take somewhat longer. In some cases, the SJFC may ask applicants for additional information.

6. The members of the SJFC will evaluate all grant proposals. The decision of the SJFC for grant proposals under \$500 is final. Larger requests will be forwarded to the Board if approved by the SJFC. It is possible that grant proposals of high merit may be denied for one reason or another (higher priority of other proposals, lack of funds, etc). Grants may be approved for an amount less than requested.
7. Each applicant will receive a letter from the SJFC to inform them of the decision on their request.
8. Following approval, transmittal accounts for grants will be set up. Unspent funds will revert to social justice grant funds as determined by the terms of the grant.
9. Grantees should submit written follow-up reports to the SJFC during the first week of March and October. These reports may be submitted by email and should detail how moneys were spent, what the impact/benefit was, and any future plans for the project. After review by the SJFC, reports will be published in Common Ground. A summary of the reports will be included in the annual report of the SJFC.

Social Justice Funds Committee, 2006

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**Unitarian Universalist Church of Bloomington, Indiana  
Social Justice Grant Application  
(Use additional pages if necessary.)**

Name of Task Force or Project \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_ email \_\_\_\_\_

Mailing address \_\_\_\_\_

Amount of Grant Requested (\$3000 maximum) \$ \_\_\_\_\_

**1. Describe the project. Include social problems that will be addressed and who will benefit.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Will this project receive additional funds from organizations outside the church? Describe.**

\_\_\_\_\_  
\_\_\_\_\_

**3. List anticipated expenses by category (e.g., supplies, photocopying, honoraria).**

_____	_____
_____	_____
_____	_____

**4. Describe the efforts that will be made to involve members of the congregation.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person submitting application (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Connection to project \_\_\_\_\_

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**For SJFC use only:**

Date received \_\_\_\_\_ Grant Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature (for SJFC) \_\_\_\_\_ Date \_\_\_\_\_