**The Endowment Fund for the**

**Benefit of the Bull Run Unitarian Universalists**

**2024-25 Application for Special Project Grant**

Proposals for Endowment Fund grants may be submitted by Members and Friends of the Bull Run Unitarian Universalists congregation, or by the Board of Directors.

Proposals will be evaluated based on how they support the purposes of the fund, which are:

* To strengthen BRUU as an organization and enhance its long-term stability.
* To enhance the impact of BRUU in the community.
* To implement the principles and purpose of Unitarian Universalism.

The 2024-25 Grant Cycle is open for proposals. You may submit proposals at any time, but the Committee encourages submission to be sent by the early months of the 2025 calendar year. Proposals must be submitted to [endowment@bruu.org](mailto:endowment@bruu.org) or to the Endowment Committee mailbox in the BRUU office. We anticipate notifying all proposal submitters of whether or not their Proposal was selected as soon as the Committee has reviewed the proposal.

Special Project Grant proposals can be for a one-time project, or to initiate a new multi-year initiative. They can be of short duration (one-year or less), or for a term longer than a year that is expected to be fully funded from other sources in the follow-on years.

Endowment will not fund any project the purpose of which is among the following:

* Debt reduction.
* Legal expenses.
* Items typically funded by the BRUU Operations Budget.
* Items typically funded by the BRUU Capital Improvement Budget.

Under extreme circumstances (such as a fire), the need for a major capital building program, or the development of a specific need matched to the objectives of the fund (e.g., supporting the transition of a new minister), grants may be used to provide start-up funding for purposes that will be integrated into the Operating Budget and Capital Budget in subsequent years. This start-up funding will be used to facilitate a transition to the Operations Budget or Capital Improvements Budget, and will not extend for longer than three years.

The Endowment Committee will evaluate proposals with attention to the following:

* + Strong, clear, and compelling alignment with one or more of the three primary criteria:
    - To strengthen BRUU as an organization and enhance its long-term sustainability.
    - To enhance the impact of BRUU in the community.
    - To implement the principles and purposes of Unitarian Universalism.
  + Importance of the need being addressed.
  + Innovation of the design of the project to fill the need.
  + Ability to sustain the project beyond the Endowment Award’s funding period.
  + Evidence of impact.
  + Previous Endowment Awards for similar purpose.

The Committee may choose not to award any grants in a particular year.

The Committee will forward grant recommendations to the BRUU Board for final approval. The Board may accept or reject any individual award recommendation from the Committee in its entirety. The Board may not alter the purpose of a recommended Grant nor allocate endowment funds for any purpose not recommended by the Endowment Committee.

The successful applicant(s) will be notified of being awarded the grant and will enter into an agreement with the Endowment Fund. The agreement will specify the grantee’s payment terms and reporting requirements in order to fulfill the grant proposal.

Applicants not chosen to receive funds will be notified and will be given an explanation as to why their proposal was not selected for award.

Proposal must include:

* Application Cover Sheet (attached)
* Narrative Description (see below)
* Project Budget (see attached)

**The Jerry and Mary Sherman Endowment Gift Fund for the**

**Benefit of the Bull Run Unitarian Universalists**

**2024-25 Application for Special Project Grant**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Submitting Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to BRUU (Member or Friend): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date for Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income from other sources: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Total Project Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Checklist.** *The following materials must be enclosed:*

\_\_\_\_\_\_\_ Application Cover Sheet (this page)

\_\_\_\_\_\_\_ Narrative Description (6 Questions)

\_\_\_\_\_\_\_ Project Budget (using attached form)

**Submit your application to** [**endowment@bruu.org**](mailto:endowment@bruu.org) **or place in Endowment Committee mailbox in the BRUU Office.**

Narrative Description – *please answer on a separate page, double space. Please type out the question and your response:*

1. What is the purpose of the project you’re proposing? (*Feel free to provide links to web pages/Facebook, if that will help explain*.)
2. What are the main tasks in your plan to accomplish the project?
3. What is the schedule?
4. Who will participate and what is their relationship to the BRUU congregation?
5. How will you measure the success of your project?
6. Why is the project best addressed through the Endowment Fund rather than through BRUU’s church budget; i.e., why is this not funded by the Operating Budget or the Capital Improvement Budget?
7. Do you have past experience that provides insights into how to accomplish this project?

**Special Project Budget**

Budget Dates: From / To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Application Date: \_\_\_\_\_\_\_\_\_

1. **Expenses:**

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| --- | --- | --- |
| Expense Items (e.g. Salaries, Copying, etc.) | Line Item Total $ | Funding Requested From Grant |
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| **Totals** | **$** | **$** |

1. **Income:**

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| --- | --- | --- |
| Projected Income Sources (e.g. Individual Donors, Events, etc.) | Source Total $ | Raised to Date Separate From Grant $ |
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| **Requested From Endowment** | **$** | **-------------** |
| **Totals** | **$** | **$** |