

Eno River Fellowship Foundation
Initiatives and Enhancements Fund Grant Proposal Application 2025
Guidelines, Instructions, and Application Form

The Foundation Board seeks to fund proposals in 2025 for bold initiatives or infrastructure enhancements that are in alignment with two broad areas: 1) ERUUFs [2024-2025 Vision of Ministry Goals](#): to create joy that fuels connection, to honor the legacy of our elders and the unfolding of our living tradition, and to foster impactful and sustainable growth; and 2) ERUUF's [2023-2026 Strategic Plan](#). Information on past grants can be found on the ERUUF website at [past grant awards](#).

All applications must be received electronically by midnight on January 31, 2025.

Guidelines and Instructions

Who can submit a proposal? Proposals may be submitted by ERUUF staff members, ministry teams, or congregation members. Before writing proposals, grant applicants must discuss their proposed ideas with an ERUUF staff partner. Staff members may have information about similar projects already under consideration and be able to assist with the specifics of the proposal. The senior staff members and their areas of responsibility are Rev. Jacqueline Brett (Worship, Leadership Development, Justice, Faith/Sources, and Ministry Programming); Rev. Daniel Trollinger (Finance and Infrastructure); Shawn Trimble (Facilities and Office Administration); Rev. Jim Lewis (Lifespan Faith Development and Pastoral Care); Michael Gilbert-Singletary (Membership Development); and Wendy Looker (Music). If you are not sure who to speak with, ask Reverend Daniel Trollinger to direct you to the appropriate staff member for your idea.

What is a reasonable dollar amount to request? The dollar amount awarded for each grant varies, depending on the project. Grants awarded in recent years have ranged from \$500 to \$10,000. The Foundation will consider higher budgets for innovative programs with potential for significant impact on ERUUF.

What is your proposed project, and what will the funds be used for? Use the form on page 3 below to describe your project. Prepare a concise description of your proposal including the title, the project participants, the proposed activities and timing and a realistic estimate of the costs in an itemized budget. The grants are supported by the Foundation's Initiatives and Enhancements Fund and cannot be used to cover meals or ERUUF's recurring operating and maintenance expenses.

How will ERUUF benefit from this project? Foundation awards are intended to enhance ERUUF's capacity to achieve its mission. Thus, the proposals that will be given the highest priority for funding are ones that are likely to have a significant impact on the Fellowship and community. Describe how the proposed project addresses : 1) ERUUF's [2024-2025 Vision of Ministry Goals](#) "to create joy that fuels connection, to honor the legacy of our elders and the unfolding of our living tradition, and to foster impactful and sustainable growth"; and 2) ERUUF's [2023-2026 Strategic Plan](#). Please identify the specific areas of the Annual Vision of Ministry or Strategic Plan that are addressed by the proposal application. Projects that only benefit individual ERUUF members, or only groups outside of ERUUF, will not be funded.

How much staff time and other ERUUF resources will this project require? To give the Foundation Board a better sense of the full costs of the project, describe the project activities that will require support from ERUUF staff and estimate the amount of staff time (in hours) that will be needed. Identify other ERUUF resources, if any, that are required.

Basic Instructions

1. Download the application form in the Word format from the Foundation's web page <https://www.eruuf.org/giving/the-eno-river-fellowship-foundation/> and open it in a Word processing program.
2. Taking into consideration the guidelines and instructions provided above, complete the application on page 3. When finished, save the file with a name that identifies **your proposal**, such as "Anna Jones-Web Awareness Proposal 2025."
3. Email the file as an attachment to foundation@eruuf.org along with a brief message.

Timeline: Submit your proposal by **midnight on Friday, January 31, 2025**. The Foundation Board will meet in February 2025 to review proposals, and you will be contacted if any clarification or additional information is needed. Final decisions about proposals will be made by the Foundation Board in March 2025, after which you will be notified. Grant announcements to the congregation will be made shortly thereafter.

Funded projects should be completed within 18 months of the date that the grant was awarded. Extensions may be granted upon request.

Reporting: During January 2026, all grant recipients should submit interim progress reports to the Foundation Board for projects that are still in progress. Recipients with completed projects by January 2026 should instead submit final reports. Reports describing all completed projects' final outcomes and impacts on ERUUF should be submitted during January 2027, or at the completion of grant activity if it is earlier. Extensions beyond these deadlines may be granted upon request. All projects should acknowledge Foundation support in presentations, meetings and written products using the suggested wording: "This project was supported by a grant from the Eno River Fellowship Foundation."

The templates for interim and final reports can be found on pages 4 – 5 below. Grantees are encouraged to include photographs that show project activities, and testimonials or quotes from participants that describe achievements and impacts on ERUUF.

If you have questions about your ideas or application, you can also contact members of the Foundation Board of Directors at foundation@eruuf.org.

Foundation Board of Directors:

Ray Boylan, Lenora Harris-Field, Mark Henault (Vice President), Christy Ihlo (Board of Trustees Liaison), Sunny Ladd (Secretary), Flynn McSherry (Treasurer), Kathryn Saterson (President), Judy Teague, Victoria Zula, Reverend Jacqueline Brett (Ex officio), Reverend Daniel Trollinger (Ex officio)

November 19, 2024

Eno River Fellowship Foundation 2025 Grant Application Form

Submit electronically by midnight, January 31, 2025 to foundation@ERUUF.org

After reading the guidelines and instructions on pages 1-2, and speaking with your ERUUF staff partner, provide the information that is requested below.

1. Submission Date:
2. Applicant Name(s):
3. Staff Partner(s):
4. Affiliated Ministry Team(s):
5. Applicant Phone Number:
6. Applicant E-mail Address:
7. Project Title:
8. Total Budget Amount Requested:

9. Briefly describe the proposed project and identify the project participants and staff partner.

10. Provide a detailed/itemized budget based on a realistic estimate of the projects' costs. The grants are supported by the Foundation's Initiatives and Enhancements Fund and cannot be used to cover meals or the recurring operating expenses or maintenance expenses for ERUUF.

11. How will ERUUF benefit from this project, and how does it support ERUUF's [2024-2025 Vision of Ministry Goals](#); and ERUUF's [2023-2026 Strategic Plan](#) priorities? Please Identify the specific areas of the Vision of Ministry and/or Strategic Plan that this grant proposal addresses.

12. Please consult with your staff partner in answering the following question. How do the proposed activities relate to the current priorities of your affiliated ministry team?

13. Do the planned activities take into consideration ERUUF's commitment to being an equitable and inclusive congregation? Please explain how.

14. If your project is intended to specifically benefit members of marginalized or underrepresented groups, have you consulted with members of the relevant group(s) to ask if the project will meet their needs? What was their response?

15. What is the proposed timeline for project completion? Funds should be used by December 2026, although extensions may be granted upon request.

16. How much staff time (in hours) will be required for the implementation of this project?

17. What other ERUUF resources, if any, are needed to support this project?

18. Please share any additional information that you would like the Foundation to consider.

Eno River Fellowship Foundation Grant Awards Interim Report Form

*Instructions: Please provide the information that is requested below. When finished, save the file with a name that identifies **your award**, for example, "Jones-Web Awareness-Interim Report." Email the file as an attachment to foundation@eruuf.org by January 31, 2026.*

Today's date:

Name(s) of Award Recipient(s):

Affiliated Ministry Team(s):

Staff Partner (s):

Project title:

Year in which the project was funded:

Limit your responses to the following questions to about 1-2 total pages.

1. Briefly describe the progress that you have made thus far.
2. Is the project proceeding as planned? If not, state the reasons for this and describe any plans you may have for addressing any barriers.
3. When do you expect to complete the project?
4. Where might you have publicly acknowledged the Foundation's support of this project? Were you able to use the suggested language in the guidelines: "This project was supported by a grant from the Eno River Fellowship Foundation" ?
5. If you have made significant progress, please include photographs and/or testimonials or quotes from participants that address impacts on ERUUF.

Eno River Fellowship Foundation Grant Awards Final Report Form

Instructions: Please provide the information that is requested below. When finished, save the file with a name that identifies **your award**, for example "Jones-Web Awareness-Final Report." Then email the file as an attachment to foundation@eruuf.org.

Today's date:

Name(s) of award recipient(s):

Affiliated ministry team(s):

Partner (s):

Project title:

Year in which the project was funded and funding amount:

Please limit your responses to the following questions to about 1-2 total pages.

1. What were the intended benefits to ERUUF as stated in your project proposal, including those regarding Vision of Ministry and/or Strategic Plan Goals? How were you able to measure or document the success of your project and how were these goals met? Please also describe any other benefits to ERUUF that were not included in your proposal or may not have been fully anticipated.
2. Did the grant impact ERUUF's commitment to equity and inclusion (e.g. did the grant expand interactions between people across their differences?) If so, how, and what was the outcome?
3. We assume all funds awarded for the project have been spent. If your project was completed without needing the full approved budget have you notified the Foundation treasurer and ERUUF's bookkeeper about the remaining funds?
4. Where did you publicly acknowledge the Foundation's support of this project? Were you able to use the suggested language in the guidelines: "This project was supported by a grant from the Eno River Fellowship Foundation" ?
5. If the grant provided seed money for an initiative, have other sources of funding for the initiative activity been identified? If so, please tell us about it.
6. Please include photographs that show project activities, and testimonials or quotes from participants that describe achievements and impacts on ERUUF.