**Eno River Fellowship Foundation Grant Proposal Application 2020**

**Guidelines, Instructions, and Form**

The Foundation Board seeks to fund creative proposals describing projects that align with one or more of ERUUF’s Strategic Vision Goals (<https://eruuf.org/strategic-plans/strategic-plan-2016-2019.html>) which are as follows:

1. Engage members as a Beloved Community to live our UU Principles
2. Create pathways for spreading justice and the light of our liberal religion
3. Create a culture where racial equity and inclusion is the norm
4. Build ERUUF’s organizational capacity

During the 2020 Fellowship year, the Foundation encourages collaborative proposals that involve two or more ERUUF ministry teams or ERUUF teams working in partnership with community groups beyond our walls.

**All applications that will be reviewed during the normal cycle in 2020 must be received electronically by midnight on February 10th.** Depending on the availability of funds, on rare occasions and in special circumstances the Foundation may consider off-cycle grant requests, i.e., for time-sensitive projects. However, before submitting an off-cycle proposal you should contact Lillie Searles, Foundation Board President, to determine the feasibility of being funded outside of the normal cycle.

***Who can submit a proposal?*** Proposals may be submitted by ERUUF staff members, ministry teams, or congregation members. Before submitting proposals, ministry teams must discuss their proposals with their staff partners, and congregation members must discuss their ideas with the appropriate ERUUF senior staff person. Staff members may have information about similar projects already under consideration and be able to assist with specifics of the proposal. The senior staff members and their areas of responsibility are: Rev. Deborah Cayer, Worship and Music; Rev. Jacqueline Brett, Membership and Justice; Rev. Stacy Grove, Pastoral Care; Julia Tyler, Religious Education; Daniel Trollinger, Administration & Facilities. If you’re not sure, ask Daniel Trollinger to direct you to the appropriate staff member.

***What is a reasonable dollar amount to request?*** The amount of grants varies, depending on the project. Grants awarded in the last three years have ranged from $500 to $10,000; the median (middle) amount was $5,000.

***What is your proposed project, and what will the funds be used for?*** Prepare a concise description of your proposal, name the project participants, and provide a good estimate of the anticipated costs. Keep in mind that these grants, which are supported by the Foundation’s Initiatives and Enhancements Fund, cannot be used to cover routine expenses such as program meals, recurring operating or maintenance expenses.

***How will ERUUF will 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 one or more of the Strategic Goals (Ends) listed above. The Strategic Plan has been given deliberate and careful consideration with Fellowship-wide consultation. More information about the Strategic Plan can be found at <https://eruuf.org/operations-and-policies/strategic-plans/>. Projects that only benefit individual ERUUF members, or 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 from the Foundation’s web page <https://eruuf.org/giving/foundation/> and open it in your 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.”
3. Email the file as an attachment to foundation@eruuf.org along with a brief message.

**Timeline:** Submit your proposal by **midnight Monday, February 10, 2020**. The Foundation will meet later in February and you will be contacted about any clarifications or additional information needed. Final decisions will be made by the Foundation in mid-March, 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. At the beginning of January 2021, grant recipients should submit an interim report to the Foundation Board for projects that are still in progress. A report describing the final outcomes should be submitted as soon as the project has been completed, or at the latest, by the beginning of December 2021.

*Foundation Board Directors: Stephen Edgerton (Treasurer), Lenora Harris-Field (Secretary and Board of Trustees Representative), Lance Haworth, Sunny Ladd, Clint McSherry, Lillie Searles (President), Judy Teague (Vice-President), Rev. Deborah Cayer (Ex officio member), Daniel Trollinger (Ex officio member)*

**Eno River Fellowship Foundation Grant Application 2020**

**To be submitted electronically by midnight, February 10, 2020 to** **foundation@ERUUF.org**

Name:

Phone Number:

E-mail Address:

If not the same, name and contact information of person responsible for project oversight:

*After reading the guidelines and instructions on pages 1-2, provide the information that is requested below.*

Give a brief description of the proposed project, and identify the project participants.

What is the expected cost of the project? If no exact figures, please provide an estimate.

How will ERUUF benefit from this project, and how does it relate to ERUUF’s Strategic Goals and End Statements?

Funds should be used by December 2021, and unless an extension has been granted, unspent funds will be forfeited. What is the timeline for project completion?

Which ERUUF staff member did you talk with about this proposal, and what was the response?

Who is the staff partner with whom you will be working?

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

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

Is there additional information that you would like the Foundation to consider?