

Policies and Procedures Southeast District Chalice Lighter Grants

Purpose:

A Chalice Lighter grant provides funds for programs, projects, capital improvements, and/or staffing to grow and strengthen Unitarian Universalism in the District. The responsibility lies with the congregation to show how its project will enhance and grow Unitarian Universalism.

Grant Awardees:

The grant may be awarded to:

- A congregation
- A group of congregations
- The Southeast District (SED) or a designated committee or program of the District

Eligible Grant Projects/Programs:

In an effort to encourage congregations to plan intentionally for growth and to experiment with new, modern ways, the criteria for grants have been made extremely flexible. The Committee encourages congregations to be creative in their plans for growth. Congregations must demonstrate how the projects will grow and strengthen Unitarian Universalism.

Congregations are encouraged to present well-planned and creative projects. While not complete, the ideas below illustrate projects that could be candidates for grants:

- Assist a congregation to obtain professional ministerial or professional staff:
 - A first-time full-time or part-time minister, or to increase hours from part-time to full-time ministry
 - An assistant or associate minister
 - A first-time full-time or part-time paid religious education director, or to increase hours of an educator
 - Other paid professional staff including but not limited to:
 - director or minister of music
 - professional administrator
 - professional membership coordinator
 - professional volunteer coordinator
 - director/coordinator of youth programs
 - A contract for the regular services of a minister
 - A congregation must commit to continue the professional religious leadership brought on by Chalice Lighter funds with self-financing after grant money has been expended.
 - All positions for which a grant is sought should be paid fair compensation and benefits consistent with current UUA guidelines
- Assist a congregation, or group of congregations, or the District to launch an information or advertising program, including developing or improving websites
- Assist a congregation to launch a youth, young adult or adult program specifically directed at attracting new members
- Assist a congregation to launch a mission outreach project in the local community, including satellite or branch church or video broadcasting of program(s).

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- Assist a congregation to lease worship, office space, meeting or religious education space
- Assist a congregation to develop plans and/or purchase or construct a new building, or significantly remodel an existing building to accommodate expanding membership, including making the facility handicapped accessible; assist in the purchase of furnishings for a new or expanded facility
- Assist a congregation to pay for major repair or reconstruction work resulting from a disaster
- Assist a congregation launching an outreach program to enhance diversity in congregation
- Provide funds for the District to present seminars and workshops on growth
- Provide funds for the District to engage a growth consultant, or other program staff which would promote growth of Unitarian Universalism within the SED
- Provide funds for scholarships to support congregation leaders in attending growth conferences or to present leadership development workshops

Application and Grant Guidelines and Procedures:

1. Funding. Grants will be contingent upon the:
 - a. Availability of funds
 - b. Number of requests received in a funding cycle
 - c. Anticipated success of the project or program
 - d. Expected benefits in the number of new members, or improvements in service or operations of the program/project
 - e. Success of any previous grants made to the congregation.
 - f. The Congregation's level of contribution to Annual Program Fund and SED Congregation Contribution.
 - g. The leveraging of the grant with other funds for the project
 - h. The Congregation's level of support to the Chalice Lighter program measured by percentage of members who are Chalice Lighters.
2. Congregation Matching Funds. The congregation, group of congregations, or District shall provide matching funds in the amount of at least 25% of the total program or project expenses. In-kind work may be accepted, provided realistic cost projections are used and, where possible, a bid or quote or price cost can be obtained to determine the value of the in-kind work.
3. Congregation Membership Campaign. The congregation leadership is expected to promote membership in the Chalice Lighter Fund and launch a campaign to recruit additional members from the congregation during the year following the receipt of the grant.
4. Grant Application. A congregation, or consortium, or District staff shall complete a Chalice Lighter Grant Application. The application shall be due by the deadlines stated below.

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Application Deadline Award Made For the Call Period

- 15 August for the Fall Call (October)
- 15 November for the Winter Call (February)
- 15 March for the Spring Call (May)

5. Committee Adjustments to Application. The SED CL Committee may request/require adjustments in the proposed project or program as a condition to receive funding.

6. Carry Over/Consolidation of Applications. In the event of more than one grant application for a Call Period, a grant request may be carried over for a subsequent Call, or may be included in a single Call with other projects. More than one Call may go to a single large, multi-stage or high cost project.

7. Award of Grant. The SED Chalice Lighter Committee will make all Chalice Lighter grants.

8. Disbursement of Funds. Funds shall be disbursed by the SED Treasurer to the grantee at the close of the Call.

9. Final Project Report. The grant recipient shall send an evaluation report about the program/project to the SED Board not later than two months following the completion of the program/project. The report shall include photo(s) and any print material, such as, ad copy, brochures, position descriptions, etc. of the project/program.

10. Limits on Calls. A congregation may receive funding for a new project or program not more than once in any two-year period, except that a second Call may be approved for a planned, multi-year or high cost project/ program.

Program Administration

1. Accountability. Responsibility for the administration of the Chalice Lighters Program is delegated by the SE Board of Directors to the District Executive. The Chalice Lighters Committee is accountable to the District Executive for fulfilling its stated purpose.

2. Standard and Special Calls. There may be up to three standard calls for donations in a calendar year. The Board of Directors may authorize one additional call for a special project(s) during a calendar year. The standard Calls, when made, shall be issued in winter, spring and fall. Each Standard Call shall be active for three months then closed.

3. Direct Solicitation of Calls. A notice of a Call will be sent directly to enrolled Chalice Lighters. The SED Board of Directors may authorize a collection for the Chalice Lighter Fund to be taken at the SED Annual Meeting.

4. Selection of Grants. The Chalice Lighter Committee shall administer the program with the support of the SED staff. The Committee's primary responsibility is the management of the SED Chalice Lighter program including growing CL membership,

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approving grants, and managing the reserve fund. The mission of the SED Chalice Lighter Committee is to promote membership growth and retention in the Southeast District.

5. Distribution of Funds. All distributions from the Fund shall be made in accordance with the Committee's Plan. The DE shall abide by and keep a record of the terms and restrictions of all gifts to the Chalice Lighter Fund as required by law.

6. Annual Fund Review. The books of the Fund shall be reviewed annually by a certified public accountant or other appropriate person who is not concurrently, and has not been for the entire period covered by the review, a member of the Chalice Lighter Committee.

7. Administrative Costs. Printing, mailing costs and office staff time for each Call shall be paid by the SED CL fund.

8. Enrollment/Removal Enrollment shall be made by an individual submitting an enrollment form, or letter / e-mail to the Chalice Lighter Program, or by signing an enrollment roster that may be made available at District events. Enrollment may be done at congregations, District meetings and programs, and by direct solicitation. The District Executive and Administrator will review the roster annually and place in an "Inactive" category individuals who have not donated in the past three Calls. Individuals may request their names be removed from the roster.

9. Administration and Data Base Management: The SED Office shall prepare and mail each Call and receive the donations. The Office shall maintain a database of individuals enrolled as Chalice Lighters. Chalice Lighter enrollment information for a congregation may be given to that congregation's minister, president or designated individual for the purpose of direct appeal for a Call or to solicit new members

10. Local Chalice Lighter Coordinators: Local (congregational) Chalice Lighter Coordinators may be appointed by a congregation to support Calls, to promote the Chalice Lighter Program within the congregation, and to enroll individuals. The names of individuals enrolled at congregational events or by direct contact shall be forwarded to the District Office.

11. Committee Reports. The CL Committee shall report on a quarterly basis to the DE and otherwise will inform the DE of major policy decisions. At each Annual Meeting of the District, the CL Committee shall render a full and complete accounting of the administration of the Fund for the entire period since the similar report at the preceding Annual Meeting. Minutes of meetings shall be kept by the committee and a copy sent to the District for historical records.

12. Program Information. The District shall provide enrollment forms and promotional information to congregations.

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Chalice Lighter Committee membership

1. Eligibility. To serve on the committee, a person must be a member of a SED congregation or the Church of the Larger Fellowship and a SED Chalice Lighter member, who makes a pledge or contribution of record thereto.
2. Representation. Membership of the committee will strive to represent the general characteristics of SED member congregations, including geographic location and congregation size. The committee shall also represent historically marginalized groups.
3. Members and term. The Chalice Lighter Committee will consist of five (5) voting members with 3 year terms. Terms of office for Committee members shall begin on July 1 of the first fiscal year after selection and end on June 30 of the second fiscal year. Terms shall be staggered so that no more than two committee members' shall have the same three-year term.
4. Limit. No person shall be eligible to serve part or full terms aggregating more than six (6) consecutive years. After a lapse of one (1) year following service within the six-year limitation, eligibility is reestablished.
5. Removal. Any committee member who misses three (3) or more consecutive meetings may be removed from the Chalice Lighter Committee upon the vote of a majority of those members of the committee present at a meeting of the Chalice Lighter Committee. The vacancy shall then be filled pursuant to these policies.
6. Vacancy. When vacancies occur, the SE District Executive (DE) shall submit recommendations to the Committee, who shall select the new member(s) from this slate. If a member of the Committee is unable, for any reason, to complete the term for which he/she was appointed, such vacancy shall be filled within thirty (30) days. Such an appointment shall be for the remainder of the vacated term. Congregations and individuals shall also be notified of vacancies, so that interested individuals may apply to the DE for consideration to fill a vacancy.
7. Chair. The Chalice Lighter Committee Chair will be appointed annually by the SED DE.
8. Vote. Each Committee Member shall be entitled to vote. Persons who have direct personal interest in a particular call shall recuse themselves from that portion of the discussion and vote.

Chalice Lighter Committee Responsibilities

1. The Committee reviews applications for grants and selects a recipient or recipients. The committee shall make no more than three (3) calls per year.
2. The Committee shall hold regular meetings at intervals not exceeding four (4) months and shall meet, at least, three times annually.

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3. The Committee is responsible for setting annual application deadlines and for annual review of the grant program and application form.
4. The CL Committee shall determine criteria for grants and publicize the criteria to all congregations.
5. The Committee requests and reviews annual updates from congregations who received grants. Annual reviews will be required until a congregation has accounted for its grant money.
6. The Committee shall manage general reserve funds, which are funds not spent on a specific grant, funds given to the CL Committee beyond a call request, and funds given to CL for undesignated purposes. These funds shall be held by the SED and be given as grants as determined by the CL Committee in accordance with its approved criteria.
7. The Committee Chair shall be responsible for the conduct of the affairs of the Committee between meetings, and s/he shall perform such functions as are delegated to it by the Committee. Any official substantive action taken by the Chair must be ratified by the full Committee at its next meeting.