

D. Review/Discussion of Application for Call #154

The committee voted to accept Unitarian Universalist Fellowship of Beaufort, S.C. grant application as Call #154. We shall request annual reports on the progress of the renovations until the grant money is spent.

The committee also agreed that we would send a letter to the Hendersonville Congregation encouraging them to resubmit their application.

E. Work plan actions

Linda followed up on information about setting up a Yahoo Group for Chalice Lighter Coordinators. Annette suggested that we may want to use Google groups. Regina will contact CL Coordinators to ask if they are interested in joining a group.

The Committee reviewed the Work plan for 2010 and agreed most items had been completed for this year, but some items will remain on going.

1. Award at least three CL calls. ONGOING
2. Clarify our mission and practices. POLICIES WRITTEN.
 - a. Develop criteria for awarding grants under the new application process. COMPLETED
 - b. Work with district office staff to merge CL database with TJD database. UNABLE TO COMPLETE would have to done at district staff level.
 - c. Continue to improve updating/currency of database. ONGOING
3. Develop a system to update and keep current list of congregational coordinators. ONGOING
4. Grow chalice lighter membership
 - a. Increase communication to coordinators to assist in promotion program and growth in number of district Chalice Lighters. ONGOING
 - b. Develop a Sunday program for use by Chalice Lighter Coordinators. COMPLETE
 - c. Update brochure and web site ONGOING
 - d. Publish tri-annual newsletter (Flame) to Chalice Lighters to increase interest and donations. ONGOING
 - e. Develop publications and ideas for use by Chalice Lighter Coordinators to increase member awareness. ONGOING
 - f. Share congregational best practices for growing Chalice Lighters. WORKING
5. Develop committee plan for membership that includes term limits and more representation. COMPLETE

The ongoing items will be moved to Work plan 2011 as follows:

1. Award at least three CL calls.

2. Clarify our mission and practices
 - a. Committee meets in person at District Annual meeting
 - b. Educate Chalice Lighters about grant policies through upcoming Flame publications
 - c. Develop cluster application form.
 - d. Develop non-congregation application form.
3. Continue to improve updating/currency of database and list of congregational coordinators.
4. Grow chalice lighter membership
 - a. Increase communication with and among coordinators to assist in promotion program and growth in number of district Chalice Lighters.
 - b. Publish tri-annual newsletter (Flame) to Chalice Lighters to increase interest and donations.
 - c. Send thank you letters and Chalice Lighter stickers to all new Chalice Lighters.
 - d. Update web site
 - e. Educate congregational leaders about Chalice Lighters toward goals:
 1. more leaders become Chalice Lighters
 2. more Boards authorizing work of CL Coordinators
 - f. Educate District staff and consultants about Chalice Lighters
 - g. Provide annual report of CL members by congregation

The members will review the list and approve at our next meeting.

F. Discussion of Application

The Committee approved an application for use by groups or clusters of congregations. See below.

The Committee discussed the amending the application for grants. Currently no one is required to sign the grant and admit responsibility for the reporting requirements. The amendment adds a responsibility sheet. The Committee approved the revised application (see below).

The Chair will coordinate with the TJD webmaster (Donna Sequira) for adding to the web site.

Next Meeting: April 29, 2011 at Durham NC prior to the District Annual Meeting.

Chalice Lighters Grant Application for Clusters or Regional Groups of Congregations

Please refer to Chalice Lighters Grant Policies on the TJD web site (click on "Chalice Lighters" at www.tjdistrict.org) for grant related policy, deadlines and information about assistance in completing this form. Any cluster or regional group of congregations may apply.

List of Congregations: _____

(Please indicate which congregations pay Full Fair Share Dues to both the UUA and TJD.)

Fiscal Agent: _____

check should be made out to

Mailing Address: _____

Phone () _____ Fax () _____

E-mail _____

Project Manager: _____

Address: _____

Phone (H)() _____ (W)() _____

E-mail: _____

Attach a list of project committee members, their congregational affiliations and project responsibilities.

Section 1. Purpose of the Grant being requested

1. Describe the project for which you are requesting funds. Be thorough and specific when describing the project and how it will grow and strengthen Unitarian Universalism in your area. Include research you have done on other church growth projects that may be similar. If your project is so innovative that no other church or cluster has tried it, tell us why you think it will work in your congregation(s) and community. The Committee is seeking thorough, specific, creative ideas.

2. \$_____ Amount requested from Chalice Lighters.

3. How will this help the congregations grow?

4. Describe how your grant application relates and/or contributes to your regional growth plan.

5. Funding:

A. Please submit a budget for the life of the project. Show all sources of funding as separate line items.

B. Please briefly describe whether and how you plan to continue funding the project once the grant is completed.

C. When do you want/expect to begin using your grant? (month/year)

Section 2 – Application requirements

- 1. Have you attached a long range plan? Yes ___
- 2. Have you attached the project budget? Yes ___
- 3. Have you attached a list of project committee members? Yes ___
- 4. The Project Manager must provide an annual grant implementation report. The annual written report will describe the efficacy of the grant, using whatever indicators the cluster or regional group believes are meaningful. Do you agree to write and submit these evaluations? Yes ___
- 5. Have you attached a list of congregations in this cluster or regional group of congregations supporting this project indicating whether each is a UUA Full Fair Share Congregation. Yes___
- 6. Have you attached a list of congregations in this cluster or regional group of congregations supporting this project indicating whether each is a TJD Full Fair Share Congregation. Yes___

(Authorized by) _____ Date: _____
Cluster Chair / President

Applications approved by the congregation or applications that implement plans already approved by the congregation will be given the greatest consideration. Please indicate whether the application was approved by the congregation(s), the Board of Trustees (or equivalent) or both.

This application was approved by: _____ on (date) _____



Grant Program Overview

Background

The Thomas Jefferson District Chalice Lighter Program was established in the late 1980s to support congregations taking significant steps to increase the presence of Unitarian Universalism in the district.

The TJD Chalice Lighter Program is one of the more successful in the UUA with calls frequently netting more than \$25,000. The Chalice Lighters Committee has the discretion to divide and/or proportion any call between or among more than one congregation. The planned apportionment will always be clearly explained in the call letter mailed to each Chalice Lighter.

Congregational Requirements

To qualify for a grant, your congregation must:

- Have a significant number of Chalice Lighters relative to membership
- Pay its Fair Share dues to the Unitarian Universalist Association. (The UUA Board of Trustees determines each year's Fair Share assessment for member congregations.)
- Pay its dues to the Thomas Jefferson District; and
- Provide various letters of support, e.g., from your minister, president/facilitator, and person responsible for the project

The Chalice Lighter Committee is aided in its evaluation by having a copy of your congregation's financial-projection and/or membership-growth plans and other descriptive information that provides grant-related details.

Congregations that receive grants also will be required to report results to the Thomas Jefferson District Chalice Lighters Committee. A sample report is found at Attachment 1.

Grant Categories

Congregations in the TJ District may apply for assistance in growing and strengthening Unitarian Universalism in their areas. In an effort to encourage congregations to intentionally plan for growth and to experiment with new, modern ways of doing that, the criteria for receiving Chalice Lighter grants have been made extremely flexible. Rather than specific criteria, which congregations must adhere to, the Committee encourages congregations to be creative in their plans for growth.

Examples of projects for which grants may be awarded are listed, but they should not be considered prescriptive. Rather, congregations are encouraged to present well planned and creative projects. Congregations must ask for a set amount of money for the proposed projects and demonstrate how such projects are expected to grow and strengthen Unitarian Universalism.

Grants may be made for traditional projects such as: Calling a minister, hiring RE professional, volunteer coordinator, music director, other staff; buying building or land; leasing building or land; constructing new building or renovating existing one; or establishing a campus ministry.

Innovative growth plan examples include: New signage or other ways to increase visibility; innovative adult or youth programming; video broadcasting of program(s); innovative advertising or community relations, including new web sites; satellite or branch church startup; outreach program to enhance diversity in congregation; two or more congregations working together.

The above two lists are meant to serve as examples. The responsibility lies with the congregation to show how its project will enhance growth of Unitarian Universalism in the District.

Instructions — completing and submitting the application

Keep at least one copy of your completed application for your files. Mail your submission application and any supplemental information to:

Chalice Lighter Application
TJ District
9704 Mallard Creek Road
Charlotte, NC 28262-9738

For more information, contact Chalice Lighter Program at: chalicelighters@gmail.com or call/email the District Office.

Grant Application Section

Congregational Data

Please provide:

Congregation: _____

**Address, City, State,
Zip:** _____

Telephone: _____

Email: _____

Contact Person: _____

**Contact Person
Address:** _____

Telephone: _____

Email: _____

1. Purpose of the Grant being requested

Describe the project for which you are requesting funds. Be thorough and specific when describing the project and how it will grow and strengthen Unitarian Universalism in your area. Include research you have done on other church growth projects that may be similar.

If your project is so innovative that no other church has tried it, tell us why you think it will work in your congregation(s) and community. The Committee is seeking thorough, specific, creative ideas.

\$_____ Amount requested from Chalice Lighters.

2. Chalice Lighter participants in your congregation

Your congregation's percentage of members participating in the Chalice Lighters program will be an important consideration.

Provide:

	Number of members who are Chalice Lighters
____%	Percentage of members who are Chalice Lighters

3. Congregational Support

Please describe your congregation's support for this project. Be thorough. Include minutes of any discussions, votes, and show the financial commitment your members have made toward the project.

4. General Descriptions

Provide descriptions of:

- The congregation(s) requesting funds
- The Adult and Youth Religious education programs of the congregation(s)
- Any campus ministry or special youth programs of the congregation(s)

5. Other funding

Provide a specific description of any other funding sources for your project. What is your congregation's financial commitment? Are there other donors? Is there a challenge or matching pledge? Please provide specifics.

6. Financial contact

Include the name and contact information for the financial officer or administrator responsible for management of congregational funds.

Financial Contact

Name _____

Title: _____

Phone: _____

email: _____

7. Provide the following information about your congregation for the current and previous four years:

- (1) Number of members reported to the UUA in February of that year.
- (2) Number of children/youth enrolled in RE programs.

time period	Year	(1) # <u>Certified</u> Adult members	(2) # of childr en	(3) <u>Median</u> Pledge	(4) UUA APF Assess ment	(5) UUA APF Contributio n	(6) TJD Dues	(6) TJD contributi on
current								
Previou s year 1								
Previou s year 2								
Previou s year 3								
Previou s year 4								

Appendix A - Growth Plan/Projections

Please detail the current rate of growth of the congregation(s) and the expected rate of growth. What has been done to educate members/leaders about congregational growth? Do you currently monitor recruitment, assimilation, and retention activities? Describe how the proposed project fits into congregation(s)'s overall plan. Please provide evaluation of any parts of the plan that have already been implemented. What examples do you have that show your plan will work?

If you are working with consultant(s) on planning and/or growth, please share those reports with us.

Appendix B- Financial Projections

Please attach as Appendix B a five-year financial projection for your congregation or another similar document. Be sure to show how and when the estimated amount of the Chalice Lighter funds will be spent. Additionally, ensure that the projections explain how the Congregation will continue to fund the project that is supported by the Grant. For example, how will staff positions be funded after the Grant, how will additional money for building or expansion be raised. If the plan includes a capital campaign please include information about pledges made (amount and percentage of the congregation pledging, median pledge amount and mean pledging amount) and campaign committee's expectations.

Appendix C — Letters of Support

Please include these letters of support in Appendix C.

1. Letter from Minister who is serving your congregation.
2. Letter from Congregational President /Leader.
3. Letter from person responsible for this project.

Appendix D— Application Requirements

Section 3 – Application requirements

1. **Long-range plan.** Have you attached your plan and included current or planned programs on anti-racism, anti-oppression and multiculturalism, if any? Yes ___
2. **Financial information:** Have you attached year-end financial statements, current budget, and proposed 5-year budget projection? Yes ___
3. **Evaluation.** The Project Manager must provide an annual grant implementation report. The annual written report will describe the efficacy of the grants, using whatever indicators the congregation believes are meaningful. The grant annual report should include the congregation's annual report, if one is produced. Do you agree to write and submit these evaluations and report? Yes ___
4. **UUA Full Fair Share Congregation.** Grant recipients must be and remain UUA Full Fair Share congregations. Is your congregation a UUA Full Fair Share Congregation? Yes ___
5. **TJD Full Fair Share Congregation.** Grant recipients must be and remain Fair TJD Full Share congregations. Is your congregation a TJD Full Fair Share Congregation? Yes ___

(Authorized by) _____ Date: _____
Board Chair / President

Applications approved by the congregation or applications that implement plans already approved by the congregation will be given the greatest consideration. Please indicate whether the application was approved by the congregation, the Board of Trustees (or equivalent) or both.

This application was approved by: _____ on (date) _____



Thomas Jefferson District Attachment 1

Unitarian Universalist Association

(sample of report that will be asked of grantee congregations)

Chalice Lighter Funds Grant Review

Congregation:	
Address, City, State, Zip:	
Telephone:	
Email:	
Board President:	
President Address:	
President Telephone:	
President Email:	

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01. Purpose of the Grant

Detail the purpose of the grant as described in your Chalice Lighter application.

02. Membership/pledge data

Provide the following **updated** information about your congregation for the current and previous four years. *Provide data starting with current year; not year grant was requested.*

Membership/Pledge data							
time period	Year	(1) # Certified Adult members	(2) # children enrolled in RE program	(3) Median Pledge	(4) UUA APF Assessment	(5) UUA APF Contribution	(6) TJD Dues Paid
current							
Previous year 1							
Previous							

year 2							
Previous year 3							
Previous year 4							

03. Financial contact

Include the name and contact information for the financial officer or administrator responsible for management of congregational funds.

Name _____
 Title: _____
 Phone: _____
 email: _____

04.Amount received from funding sources (list each source and amount)

Amount	Date received	Funding Source
\$		TJD Chalice Lighters
\$		
\$		

05. Financial Projection (see Application Appendix B)

Please attach an updated five-year financial projection or similar document. Please explain any changes from the application information. Be sure to show how and when the Chalice Lighter funds were spent.

Additionally ensure that the projections explain how the congregation will continue to fund the project that is supported by the grant. For example, provide any changes or updates on how staff positions will be funded after the grant, how will additional money for building or expansion be raised. If the plan included a capital campaign please include information about pledges made (amount and percentage of the congregation pledging, median pledge amount and mean pledging amount) and campaign committee's expectations.

06. Membership growth (See Application Appendix A)

Describe what has been done since the initial application and what is still planned for membership growth. Please provide evaluation of the parts of the growth plan that have been implemented, since the original application.

07. Description of Accomplishments

Provide a complete description of the accomplishments of your congregation that were made possible by the grant funds. Did you accomplish what you set out to do? If not, do you know why? Were there unexpected benefits from your activities? Detail those.

(Authorized by) _____
Board Chair / President

Date: _____