



UNITARIAN UNIVERSALIST  
ASSOCIATION OF CONGREGATIONS

BILLINGS FUND GRANT PROGRAM  
APPLICATION INSTRUCTIONS

Awards from the Billings Fund are for the purpose of assisting congregations in offering large public programs, such as lectures or workshops, in large cities and on college and university campuses. The primary goal of these programs is to increase awareness of and interest in the Unitarian Universalist movement. Billings Fund awards (up to \$2000) are made at the discretion of the Director of Youth and Young Adult Ministries and require the applicant to provide detailed information about the program for which the award will be used.

**Instructions**

1. Please print or type the application.
2. Answer all questions completely.
3. Include relevant supporting documentation for your project, such as photographs, historical information, organizational mission statements, data, or financial information.
4. If you have any questions, please contact the Youth and Young Adult Ministries Director: Erik B. Kesting, [ekesting@uua.org](mailto:ekesting@uua.org) or (617) 948-4359.
5. Mail completed, signed application to:

Office of Youth and Young Adult Ministries - Youth Grants  
Unitarian Universalist Association  
25 Beacon Street  
Boston, MA 02108

**Criteria for Judgment**

Applications to the Billings Fund will be judged on the following criteria:

- Potential impact of project on the Unitarian Universalist community and the larger community;
- Degree to which the proposed event reflects the Principles and Purposes of the Association;
- Potential for the event to raise awareness of Unitarian Universalism or Unitarian Universalist values and principles on a campus and in the local community;
- Involvement of local Unitarian Universalist congregation(s) in the event;
- Potential for the event to realistically meet the goals set for it;
- Potential for the event to address issues of oppression and marginalization in our society and accountability of event to historically marginalized groups;
- Fair Share giving by the applicant congregation to the UUA Annual Program Fund.

**Grant Application Deadlines**

Grant applications received by the following deadlines will be given priority. Grant applications received after the deadline will still be reviewed for the available funding. Do not allow the deadlines to stop you from applying for a project that begins soon.

For Programs Beginning	Priority Application Deadline
November 1 - February 28	August 1
March 1 - June 30	December 1
July 1 - October 31	April 1

Grants made available through the Office of Youth and Young Adult Ministries are made possible from a variety of sources including your congregation's Annual Program Fund dues.

# Billings Fund Application

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

**Sponsoring Unitarian Universalist Congregation:**

Congregation: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Name of Sponsoring Campus Ministry Group, if applicable: \_\_\_\_\_

Name of College/University, if applicable: \_\_\_\_\_

***In brief narrative form, please provide the following information:***

**Presentation or Program:**

- A. Describe the mission and rationale for doing this program/presentation, including any information on why this program has been chosen and how it will contribute to ongoing dialogue in the community and/or on the campus.
- B. Give the goal/s (and rationale for each) for this program/presentation.
- C. Describe the methods you will use to carry out your program.
- D. Provide a time line for completing, organizing, and publicizing your program.

**Logistics:**

- A. Identify the location where the presentation/program will be held.
- B. List the dates when the presentation/program will be held.
- C. Clearly define the presentation/program's expected audience.

**Budget:**

***Please fill in the amounts or attach an event budget:***

<b>Expenses</b>	<b>Income</b>
Speaker	From congregation
Location	Admission fees (if any)
Materials	Other Income Sources (please list):
Meals	
Advertising	
Travel	
<b>TOTAL EXPENSES:</b>	<b>TOTAL INCOME:</b>
	<b>Difference:</b>
<b>Amount Requested from Billings Fund:</b>	

**Participation:**

- A. Estimate the number of people you anticipate at the event: \_\_\_\_\_
- B. Please list the name and address of any other organizations that will be contributing financially to this event and the amount of the contribution.

Name:	Amount:
_____	_____
_____	_____
_____	_____

- C. Please describe the administrative and technical support (if any) you would like from the UUA Office of Youth and Young Adult Ministries:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>OFFICE USE ONLY:</b>			
Date Received:	_____	APF Fair Share?:	_____
Date Approved:	_____	Date Declined:	_____
Date Letter Sent:	_____	Date Check Sent:	_____