



APPLICATION GUIDELINES FOR 2009 GENERAL ASSEMBLY PLANNING COMMITTEE SPONSORED PROGRAMS

The GA Planning Committee is soliciting program proposals for the 2009 General Assembly in Salt Lake City, Utah.

The GA Planning Committee is looking for distinguished speakers and significant, innovative programs that will appeal to many UUs attending GA. Lectures, workshops, worships, presentations and performances (with minimal technical requirements) will all be considered. The Planning Committee particularly seeks programming that reflects our Association's anti-racist, anti-oppressive commitment. You must contact key participants and determine their availability **BEFORE** submitting this application. You may apply for a grant to help cover the cost of the program, preferably as a supplement other funding. Programs will also be accepted for sponsorship without Planning Committee funding.

Who Should Apply? Anyone may apply. The Planning Committee will give priority to congregations, UU-related organizations, individuals, and community groups that would otherwise not be eligible to sponsor GA programming.

Deadline: All applications must be received by Wednesday, October 15, 2008 at 5:00 p.m. Eastern. Late applications will not be considered. Notifications will be made by email in mid to late November.

Instructions: All applications must include a Cover Sheet, Narrative, and Other Supporting Material. Please submit one copy of all materials. Do not staple or enclose in presentation folders. Incomplete or "over-long" applications are unlikely to be considered. Please be accurate and concise.

1. Cover Sheet with the following information:

- **Organization or congregation name** of the contact person for this event
- **Contact person** (List one contact only, please!) Name, address, daytime phone number and e-mail. If your program is selected, the contact's responsibilities include all communications with speaker(s), the completion of the GA Event Request online form, assessing audio/visual needs, ordering and payment for A/V, and reviewing the event proof (Edit Mailing).
- **Proposed program title** (8 words maximum)
- **Summary of Proposed Program** (50 words maximum)
- **Name and Brief Biography of Proposed Speaker(s)**
- **Grant amount that you are requesting, or specify "No grant requested."** If funding is awarded, you will receive a check for the amount of the grant less audio/visual expenses.
- **If you are seeking funding, a detailed Program Budget.** Grants are awarded based on the program and speakers specified in your proposal. Changes in your program from the original proposal may result in the Planning Committee requesting that grant money be returned. When planning the budget for your program, please be mindful of the following costs: GA registration fees for your speakers (**GA registration is required for any and all program participants and attendees**), audio/visual equipment rental, speaker fees (if applicable) and travel costs, advertising in the GA program (optional), supplemental program materials, etc. Please list other funding sources for this proposed program, if applicable, which you are asking the Planning Committee to match or supplement

2. Narrative (Maximum two pages)

A. Describe the individual(s) planning this proposed program.

- Include information about your interest/expertise with the topic of your proposed program.
- Describe previous involvement in programming, especially at GA.
- Describe communications that you've had with the speaker(s) and any issues related to the speaker's potential scheduling conflicts at the time of GA.

B. Describe your request.

- What are your objectives? What is your timeline for assembling the program?
- Why do you think this proposed program will appeal to many GA attendees?
- Why do you think this program is important to our congregations and movement?

3. Other Supporting Material

- Letters of support/commitment (up to three) for this proposed program.
- Any other material(s) that you think may be helpful in justifying the selection of this proposal.

Send all materials to: GA Planning Committee, Attn: Don Plante, UUA, 25 Beacon Street, Boston, MA 02108; fax (617) 948-4651; or email a PDF or Microsoft Word document to dplante@uua.org.

Direct questions about the application process to Don Plante at dplante@uua.org or (617) 948-4208.