

# **Lay Theological Education Grants Program**

## **Guidelines & Application Packet**

The Lay Theological Education Grants Program awards grants to UU congregations, districts and seminaries for projects focused on providing lay leaders with opportunities for spiritual growth and deeper theological understanding. The Taskforce is looking for activities and programs that offer more depth and challenge than a typical church's adult education classes, but are less arduous, expensive, and time-consuming than courses designed for divinity students.

### **Funding Priorities**

Preference will be given to proposals, programs, activities, initiatives that: are innovative; are replicable; fill a currently unmet need; have the potential for wider Association impact; involve more than one UU entity; receive funding from multiple sources; receive funding from the applicants own organization; have potential for measurable results.

### **Funding Restrictions**

Generally, applications will not be considered if they simply augment operating budgets; recreate existing resources; involve the purchasing of equipment; contribute to a capital campaign, stewardship drive, or feasibility study; or fund additional permanent staff (temporary and project-specific staff will be considered).

Grants will not be made to individuals, nor for activities that are generally considered to be part of the ongoing work of UU organizations.

### **Grant Size & Type of Funding**

We envision most grant applications will be in the \$2,000 to \$10,000 range. The maximum grant is \$100,000.

### **Deadlines & Time Line**

The Taskforce will accept applications from January 15, 2009 until October 1, 2009. The first grant may be awarded as early as March 1, 2009. Grants will continue to be awarded until November 1, 2009.

Funded projects should be implemented by December 31, 2012. Evidence of progress toward the goals outlined in the proposal must be reported every six months from the time the grant is received until completion, or as otherwise requested by the Taskforce.

Acknowledgement of receipt of application will occur within 72 hours. Within six weeks, an initial decision will be made on the application, and applicants will be notified of that decision in writing. At that time, the application may be either (1) funded in whole or in part; (2) rejected; or (3) held until all applications are in. All funding decisions will be announced by November 1. (Notice that this policy has changed since the original application form was distributed. The change was explained on the Taskforce blog -- <http://uulte.blogspot.com> -- on May 7, 2009.)

Grant checks for funded projects will be sent soon after the funding decision is made. Please consider this timeline as you plan your project. We may have additional questions after the application is submitted and will contact you if necessary.

It is the expectation of the Taskforce that efforts will be made to make all programs, activities, events accessible to people with disabilities. Resources will be provided to assist those receiving grants to understand how that can be accomplished in ways consistent with our principles.

When considering applications we take into consideration your commitment to meet the UUA Annual Program Fund Fair Share contribution and participation in Association Sunday.

### **Application Requirements**

The Application form and narrative questions are found below. Applications may be submitted – preferably by email - to: [UUFP@aol.com](mailto:UUFP@aol.com). If it is not possible to submit by email, please mail one copy to: Hillary Goodridge, UU Funding Program, P.O. Box 301149, Jamaica Plain, MA 02130 Please use 12 pt. type and use a 1" margin.

Keep in mind that your application will be read along with others. Make it easy for the readers. Incomplete applications will not be accepted.

### **Contact Information for the Grants Program:**

E-mail: [UUFP@aol.com](mailto:UUFP@aol.com)

Call: Hillary Goodridge Program Director UU Funding Program 617-971-9600

Visit our blog at: [uulte.blogspot.com](http://uulte.blogspot.com)

# Lay Theological Education Grant Program Application

## Contact Information:

Organization: \_\_\_\_\_

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

City, State/Province, Zip/Postal Code: \_\_\_\_\_

Contact Person: (Ms./Mr./Rev./Dr.) \_\_\_\_\_

(Please note that we may call the contact person to discuss the proposal.)

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email address/website: \_\_\_\_\_

Fiscal agent (must be a UU organization): \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Grant requested: \$ \_\_\_\_\_

Projected Income from other sources: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Total Organizational, Church or Sponsoring Organization Budget: \_\_\_\_\_

Number of Certified Members in this congregation: \_\_\_\_\_

Is Congregation Fair Share? \_\_\_\_\_

Did the congregation participate in Association Sunday? \_\_\_\_\_

## Narrative

In 1500 words or less, answer the “Questions For Narrative” below. Please type out your answer below each question.

Use 12 pt. type and 1" margins.

1. Please give a brief (maximum of 50 words) summary of the project.
2. Briefly describe the background/origin of this project.
3. Describe more fully the project for which you are applying. What are the goals of the project? What are the specific outcomes you anticipate?
4. Give a timeline detailing how and when you plan to meet your goals.
5. Please describe your specific plans for raising income in addition to the proposed LTE grant.
6. How will this project strengthen the spiritual and theological growth of Unitarian Universalist lay leaders? How do you see this project benefiting the Association?
7. Name the individuals who will carry out the project's plan. Please provide 2-3 sentences about each person's skills and experiences related to the project.
8. To whom is your group accountable and how?
9. List the names and primary affiliations of the board of directors, steering committee, or comparable group. Include, as an attachment to you email that also contains this application, a letter from the governing board of your organization endorsing the proposal and agreeing to be financially responsible for the project if funded.
10. List the key individuals, committees or organizations that have contributed to this project through money, time or other forms of support. What UUA resources/departments have been consulted about this project?
11. Please describe your evaluation plan and give the criteria for evaluating the success of your project. The plan should include the following elements:



<b>Totals</b>	<b>\$</b>	<b>\$</b>

**B. Income**

Income Source (e.g. Individual Donors, Events, etc.)	Source Total \$	\$ Raised to Date
<b>Requested From LTE Grants Program:</b>	<b>\$</b>	-----
<b>Totals:</b>	<b>\$</b>	<b>\$</b>

**Annual Organization Budget**

Please attach a summary of yearly income and expenses for your organization. One page preferred. Note what year/months the budget covers.

**Optional/Supporting Materials**

You may submit copies of up to three letters of support, newsletters, brochures or similar materials. If you send videotapes or audio cassettes note they may not be returned.