

CER Chalice Lighter Policies and Procedures

Revised May 18, 2023

The purpose and mission of the Chalice Lighter Program:

The Chalice Lighter Grant program exists to offer individuals a way to sustain and promote Unitarian Universalism in the Central East Region through small, regular financial contributions. Gathered together, these contributions fund Chalice Lighter Grants for projects that will enliven congregations, covenanting communities and groups of congregations, so that they and Unitarian Universalism will thrive now and in the future.

Who is eligible:

- A Congregation, covenanting community or group of congregations that
 - has been a member of the UUA and Central East Region for at least one year.
 - is an honor congregation unless a special waiver is granted.
 - has not been awarded a Chalice Lighter grant in the past two fiscal years.
- Preference is given to congregations, covenanting communities or group of congregations that can show that they are:
 - actively working to build a just, antiracist, inclusive community
 - actively working to combat climate change.
 - in support of the Chalice Lighter program with at least 20% of their members Chalice Lighter donors.

Size of grants:

The actual grant amount will be determined by what is needed to accomplish a specific project.

- Regular Grants
Grant amounts will range between a minimum \$10,000 and a maximum of \$20,000. The grant can fund up to 80% of the cost of the project.
- Enhanced Grant for Large Capital Projects
A grant of \$40,000 may be requested for large capital projects such as land acquisition, construction, or major renovation. This size grant can fund up to 20% of the cost of the project.

What kind of projects are eligible:

The Committee is looking to fund projects that will:

- increase the vitality of a congregation, covenanting community or group of congregations and increase its capacity to serve its mission.
- help spark the work and message of Unitarian Universalism within its community and the Central East Region.
- fit with the congregation, covenanting community or group of congregations' vision for the next 3 years.
- demonstrate a likelihood of success.
- align with the mission and purpose of the CER Chalice Lighter program.

Examples of projects that can be supported by Chalice Lighter Grants include:

- supporting capital projects such as construction, expansion or renovation of facilities including improving ventilation technology for covid safety or reducing the carbon footprint of their facilities.

- adding or increasing time for staff, such as Minister, Director of Religious Education, Music Director, office administrator, membership coordinator and other staff positions.
- upgrading capacity for hybrid worship and virtual outreach
- innovative, creative projects to help attract or retain members, and promote justice, compassion, and spirituality.

What is required for a successful application:

- Be able to explain convincingly so that the committee can evaluate:
 - how the project will increase the vitality of the congregation and its capacity to serve the mission of the congregation.
 - how the project will help spread the work of Unitarian Universalism within its community and the Central East Region.
 - how this grant and the project it funds will fit with the congregation's vision for the next 3 to 5 years.
- Provide a clear description of the project with sufficient information so that the committee can evaluate:
 - what is proposed
 - the overall cost of the project, how the grant money will be spent and what it will specifically pay for.
 - Amount and sources of funding in addition to the grant.
 - Congregational budgets for the lifetime of the grant
- Provide key information about your congregation, covenanting community or group of congregations:
 - Membership and Religious Education enrollment information for the past three years.
 - Most recent budget and year-end financial statements for the last three years.
 - Current staffing, if applicable.
 - Information on your current and planned programs to promote antiracism, anti-oppression, and multiculturalism.
- Identify a Project Manager from the congregation, covenanting community or group of congregations who will be the point of contact with the Chalice Lighter Committee and should be available for the life of the project. The grantee must notify the Chalice Lighter Grant Manager immediately if a Project Manager changes.
- Provide benchmark goals to measure the success of the project, for example, changes to programming, membership and attendance.
- Show approval of the project and application by the governing body of the congregation or covenanting community.
- Agree to maintain Honor Congregation Status in support of the UUA.

How to Apply

- **Begin by reading this Policies and Procedures document carefully to understand the program requirements.**
- **Part 1 - Intent to Apply**
 - Submit the on-line *Intent to Apply* form by the required date (see Key Dates below) which can be found at this link.

<https://uua.wufoo.com/forms/zq3d8wn1losh55/>

- **Part 2 - Application**

- Once the Intent to Apply is received, a member of the Chalice Lighter Program Committee will be assigned as Grant Manager to answer your questions and provide guidance with the goal of ensuring the best outcome for the application.
- Consult with your Grant Manager throughout the preparation of the application and allow ample time review and advice.
- You may wish to consult with your CER Primary Contact for ideas and feedback on your project concept.
- Submit a complete online **Application** and supporting documents by the deadline for the grant cycle in which you wish to be considered (see Key Dates below). The application form can be found at this link.
<https://uua.wufoo.com/forms/mxuvqhp1t9p9pm/>
- At the Grant Review meeting for your cycle, members of the Chalice Lighter Committee will review applications and decide which project or projects should receive grants.

Key Dates:

Intent to Apply Due:	Application Due:	Chalice Lighter Grant Committee Meeting
August 1	October 1	Late October
December 1	February 1	Late February
March 1	May 1	Late May

What happens after the grant decisions are made:

1. The Grant Manager will notify applicants of the decision of the Committee, followed by a formal Grant Award Letter from the Committee Chairs which will contain all special stipulations and requirements.
2. Grantees should provide photos and a paragraph about their project and congregation to be used in the Chalice Lighter Call Letter.
3. Grantees must support the Chalice Lighter program by actively recruiting its members to become Chalice Lighters and maintaining or increasing participation to 20% of its members.
4. The Project Manager will provide a grant implementation report six months after the award and then annually until one year after final payment. The report will describe the efficacy of the grant, including progress on the benchmarks provided in the application.
5. The Grantee will send its newsletter or similar communications to the Grant Manager for the life of the grant.
6. If your grant application is not approved, your Grant Manager will provide feedback on your application and the Committee's decision.

Payment Detail

1. Grantees must inform their Grant Manager and CER Chalice Lighter staff how checks for payment of the grant should be made out, the address to which checks should be sent and when payments should begin.
2. The payout will be arranged to meet the requirements of the project. For land and buildings, the grant is usually paid as a lump sum. For staff positions, the usual payout schedule is monthly totaling 50% in year one; 30% in year two, and 20% in year three. The Grantee and Grant Manager should come to an agreement and document the payout schedule for each project.
3. Grants paid out monthly must be fully paid no more than 5 years from the date of award. Lump sum grants must be fully paid out 3 years from the date of award. Grants not fully paid by these

deadlines are subject to forfeiture. In exceptional circumstances, additional time may be granted.