Chalice Lighter Grant Application for Clusters or Regional Groups of Congregations

to be submitted to the Chalice Lighter Program Committee

of the Central East Region

Revised: September 9, 2020

Please refer to [Chalice Lighter Grant Policies and Procedures](https://www.uua.org/files/2020-12/cercl-policies-procedures.pdf) for grant-related policy, deadlines, and information about assistance in completing this form.

List of Congregations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(Please indicate which congregations are UUA Honor Societies.)

Fiscal Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 check should be made out to

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

Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Section 1 – Information regarding the grant being requested

(attach separate pages as necessary)

1. Grant Summary: Please briefly summarize how you will use these funds for a growth project:

2. Describe your project:

3. How will this help the congregations grow?

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

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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(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 will be subject to forfeiture.)*

Section 2 – Application requirements

1**.** Have you attached a long-range plan? Yes \_\_

Staff is available to work with your cluster to develop a long-range plan if you do not have one. If interested, please reach out to your CER Primary Contact or contact Cristina Sanchis at csanchis@uua.org.

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 Yes \_\_

 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?

5. Have you attached a list of congregations in this cluster or regional group of Yes\_\_

 congregations supporting this project indicating whether each is a UUA

 Honor Congregation?

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 Project Manager (certifying each congregation or board has approved the grant proposal)

**Deadlines for Applications**:

|  |  |  |
| --- | --- | --- |
| **Intent to Apply due:** | **Full Application due:** | **CL Committee Grant meeting** |
| June 1 | August 1 | September |
| October 1 | December 1 | January |
| January 2 | March 1 | April |

Send the completed application and pertinent attachments electronically to csanchis@uua.org and to chalicelighters@cerguua.org by the appropriate deadline.

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