

**CHECKLIST OF INFO TO GATHER AND DOCUMENTS TO UPLOAD BEFORE STARTING CHALICE LIGHTER
GRANT APPLICATION**

*** REQUIRED**

Name of Congregation*	
Address*	
Phone*	
Contact person:	
Name*	
Phone*	
Email*	
Funding Requested*	
Purpose of Grant (50 Chars) - Select ONE:*	
<u>To support new or emerging congregation</u> - Please provide one paragraph summary of your goals.	
<u>To Acquire Meeting Space</u> - Please provide one paragraph summary of your goals.	
<u>To Secure Professional Staff</u> - Please provide one paragraph summary of your goals.	
<u>For Outreach or Public Relations Program</u> - Please provide one paragraph summary of your goals.	
Size of congregation:	
Current yr. *	
Last yr.*	
5 yrs. Ago*	
# of members last certified with the UUA*	
Religious Education enrollment (N-12 grade)*	
Average attendance at weekly services - Sunday service(s):	
current*	
last year*	
5 years ago*	
Number of Active Chalice Lighters*	
Name and contact information for your Chalice Lighter Ambassador (if any)	

Are you Fair Share to both the MidAmerica Region and to the UUA/APF? (Yes No)*	
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DOCUMENTS REQUIRED - TO BE ATTACHED TO ELECTRONIC APPLICATION:

Board Endorsement

Endorsement of the project by the congregation’s Board, with the signature of the Board President.

List of Persons Responsible with address, phone & email

Names, addresses, and phone numbers of persons responsible for the project.

Detailed Description of the project

For space acquisition, describe fully your plan, including timelines. What are the limitations of current meeting space? How will proposed space overcome current limitations?

For increasing staff, is the congregation following UUA guidelines for a) settling a minister, or b) hiring /increasing other professional staff? Describe your place in the process currently, and your projected guidelines. How will new staff help to attain your growth goals? Summarize the congregation’s history of professional leadership and/or ministerial involvement (If applicable, include experience with MOD Squad, Ministerial Visits, Ministers-on-loan, etc

For Outreach and Public Relations programs, describe your goals for growth, as related to this project: Describe your current situation (meeting place, staffing, outreach efforts) and describe previous efforts at Outreach and/or Public Relations, and their success and/or limitations:

Describe the specifics of proposed program (where will you publish; are you targeting specific population/s; who is preparing ads/press releases; if possible, attach samples). Include timeline for implementation.

How does your proposed program match the demographics of your area?

Please describe how this plan is related to UU values: diversity, anti-racism, accessibility, and other anti-oppression measures, support of a healthy, sustainable environment (i.e. Green Sanctuary, energy efficient materials, etc.)?

Budget for the Project, including costs to the congregation, income toward the project from the congregation, any other funding resources, funding amount requested from Chalice Lighters

- Total costs to the congregation, by category. If the application is to fund a religious professional, include entire compensation package (i.e., benefits, professional expenses, etc.):
- Income towards the project from the congregation:
- Other funding sources identified, including amounts:
- Funding amount requested from Chalice Lighters:

<input type="checkbox"/>	Congregational budget for previous year, current and financial projections for three to five years (or the time needed for the congregation to take financial ownership of the project). Show how Chalice Lighter funds will be used in your budget.
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- Please attach previous year’s budget, the congregation’s current budget, and the financial projections for the next three to five years. (Or describe the amount of time needed for the congregation to take financial ownership of the project, if applicable).
- Please show how Chalice Lighter funds will be used in your budget.

UP TO THREE ADDITIONAL DOCUMENTS MAY BE ATTACHED (YOU CAN ALSO COMBINE DOCUMENTS TO SAVE SPACE IF NECESSARY)	
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	