

Unitarian Universalist Church of Bloomington

Guidelines for Nomination of a Non-Profit Agency to receive 25% of Sunday Plate Non-pledge Funds in 2017/2018 (July '17 – June '18)

1. Agencies that are proposed for funding must have goals that are congruent with the mission of our church.
2. Members of the congregation who submit a proposal (hereafter referred to as an advocate) are responsible for contacting the proposed agencies to gather the information to complete the application.
3. The funding should be designated for a specific purpose, not to go into the general fund; so those who contact a proposed agency must get a list of items that might be funded.
4. TO BE CONSIDERED, THE APPLICATION MUST BE COMPLETE. Please give detailed information on the application.
5. Advocates must submit the application electronically **by April 15th** to Steve Mascari, chair of SJFC, at uucbsifunds@uubloomington.org
6. The members of the Social Justice Funds Committee will evaluate all applications and prepare a short list of no more than three approved nominee finalists for congregational vote. All advocates will be notified of the status of their application by April 30th.

For those agencies that are chosen as nominee finalists:

7. It is expected that the advocate of the nominee finalists will take opportunities to inform and educate the congregation about their agency prior to the congregational meeting on Sunday, **June 11th** at which time a vote will be taken. Advocates will have the opportunity to give a VERY brief presentation (2-3 minutes) to the congregation on June 11th at both services (9:15am and 11:15am). An agency representative/employee is welcome to speak along with the advocate but we ask that they not be the sole speaker. The agency representative/employee will ideally be present during and in between both services on June 11th which would include tabling in the foyer or Fellowship Hall to educate congregants. The congregational advocate must be present at the spring congregational meeting to answer any questions from the congregation. Agency staff are asked not to be present during the congregational voting unless they are congregational members.
8. A 200 word article on the agency mission statement and an explanation on what the funds would be used for is to be presented by the nominee finalists for

inclusion in *The Prologue* (UUCB's Newsletter). Email article to Steve Mascari, chair of SJFC, at uucbsifunds@uubloomington.org no later than May 16th. Please place the emphasis of this article on what the funds would be used for. Articles **will be edited** to 200 words if submitted longer.

9. 25% of Sunday Plate Funds will be donated to the winning agency from July 2017 – June 2018 distributed quarterly (on or around 9/30/17, 12/31/17, 3/31/18, 6/30/18).

10. For more detailed information contact SJFC chairperson, Steve Mascari, at uucbsifunds@uubloomington.org

**Unitarian Universalist Church of Bloomington, IN
Nomination Application for 25% of Sunday Plate Fund for Local Non Profit**

Submitted by (congregational advocate):

Date:

Congregational Advocate Telephone:

Congregational Advocate E-mail:

Agency I wish to propose:

History of the agency

What population in the community does it serve?

What unique functions does it have?

What is the annual budget?

Primary funding sources:

What specific program will our funds support?

Why is there a special monetary need?

Why do you feel that our church should support this agency and this particular program?

Name of contact person at proposed agency:

Agency contact's phone:

Agency contact's E-mail:

Thank you for your application!

**The Social Justice Funds Committee: Anna Beauchamp, Steve Mascari and Advisor:
Jackie Hall**