

## **Cell Program Grant Information, Policies and Procedures**

### **Where the Grant Money Comes From**

The Church receives monies from telecommunications companies that lease space within our Church buildings for antennas and associated equipment. A portion of the lease money is then made available to the Cell Program Grant Committee to distribute as “Non-Capital Cell Fund Grants”: Fifty-five percent (55%) of the funds are available for Social Justice Grants and forty-five percent (45%) are available for Grants that fall under the categories of; Leadership Development, Enrichment of Church Life, and Information Systems/Communications. The total amount of the funds available for distribution is determined by the Governing Board in August and publicized by the Treasurer at the start of the new church year. Grants are usually approved only for the fiscal year.

### **General Criteria for Grant Consideration**

All grants must satisfy the following criteria:

- a. Reflect Unitarian Universalist principles and values and/or advance the mission and goals of First Parish Church.
- b. Create a new program or support an ongoing program within the Church
- c. Support a worthy ongoing external Social Justice Program

With the exception of an external Social Justice Program, all grant applications must identify ways to measure the success if the grant is awarded.

Grantees, other than external Social Justice Programs, must keep records of expenditures and report back to the Cell Program Grant Committee by the end date of the grant or no later than June 30<sup>th</sup> which is the end of the Church fiscal year.

**ALL EXPENDITURES MUST BE ASSOCIATED WITH A GRANT NUMBER.** Use a check request form for reimbursements. If a Church Debit Card is used to expend grant funds, send an email with the expense, date of expense, and grant number to [admin@uudux.org](mailto:admin@uudux.org) and [accounting@uudux.org](mailto:accounting@uudux.org).

### **Who is Eligible to Apply**

Committees, members and friends of First Parish Church, as defined by the By-laws, may apply for grants. Youth applicants must apply through the Religious Education Committee.

### **When and How are Grants Distributed**

The Cell Program Grant Committee consists of five members whose names are published by the Nominating Committee at the Annual Meeting in June. The Chair is determined by the Committee no later than September. The group meets once each month unless the Chair determines that there is no need for a meeting that month. The date of the meeting is published in the Bellringer. Applications should be submitted to the Church Administrator at least one week prior to the next scheduled Committee Meeting.

- a. Social Justice Grants to outside programs are usually determined only during January and May. However, applications may be submitted at any time.
- b. “Other” Grants (Leadership, Enrichment, Communications/Technology) are awarded during the month that the application is received.

At the Cell Program Grant Committee meeting each application is studied to determine if it meets the established criteria. The completeness of the application is also reviewed. In some cases, the Committee may request more information. After discussion, the Chair will call for a vote to accept or reject the application.

Within a week following the vote, the applicant/grantee will receive written communication regarding the outcome by the Chair or their Designee. For approved grants, the grantee will also be provided with the contact information of the Committee member responsible for monitoring their grant and the Grant Number required for all reimbursements.

Upon approval, the Chair or their Designee will notify the Church Treasurer or Treasurer’s Appointee of the following:

1. Name of the Grant,
2. The name of the Grantee,
3. The number assigned to the Grant by the committee, and
4. The amount approved for the Grant.

### **Examples of Previously Approved Grants**

#### Leadership

Funding for General Assembly delegates

Training for a committee or task force

#### Communication/Information Systems and Technology

Delivery of content within the church building such as Zoom of the service and the sound system

Website management

#### Enrichment

Onsite congregational workshops and/or conferences

Support for community enrichment initiatives

#### Social Justice

Habitat for Humanity of Greater Plymouth

Unitarian Universalist Urban Ministry

