

**Northern New England District of the  
Unitarian Universalist Association  
Chalice Lighter Program  
Grant Application**

Congregation: \_\_\_\_\_  
# of Voting Members: \_\_\_\_\_ # of Children and Youth: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please provide a daytime phone number or e-mail address that we may use to contact you if we have any questions.

**Section I.**

Chalice Lighter grants come in two categories. When applying for a grant you must use a separate application for each category. Only one grant will be awarded to a congregation during each year. Please indicate which grant you are applying for.

- A. **Major Chalice Lighter Call.** A “call” in this category must be used for one of the purposes listed below. Please choose one of the categories below, if applying for a Major grant. Additional information to be submitted with this application can be found on the following pages.

- Assisting in starting a new congregation
- Assisting in securing a building or major building projects
- Assisting in securing professional religious leadership.
- Assisting the making your building more sustainable or green.

- B. **Small Growth grants of not more than \$2000** which, in the committee’s judgment are for projects which cannot be accomplished without outside assistance and which have the promise of helping the congregation reach out to new membership, improve or expand its program or enhance its physical facilities. Additional information to be submitted with this application can be found on the next page.

- We request a Small Growth grant in the amount of \$ \_\_\_\_\_.

**Section II.**

- We are affiliated with the UUA
- We will be affiliated with the UUA in \_\_\_\_\_  
*Anticipated date*
- Yes  No\* We are an Annual Program Fund Honor Society
- Yes  No\* We pay our full share of District dues.
- Yes  No Our financial planning includes an every member canvass each year.

\* If “No”, please show your last 2 years of dues payments to the Annual Program Fund (UUA), the district and a plan for achieving Fair Share in the next 3 years.

**Section III.**

The best time for us to receive these Chalice Lighter Funds would be:

Fall       Winter       Spring      of 20 \_\_\_\_.

**Section IV.**

***Additional information needed for Major Chalice Lighter Call and Small Growth Grants (A and B.)***

Successful applicants will submit documents which provide the following information:

- Narrative providing relevant background information, the specific goals to be accomplished with the Chalice Lighter funds, and the manner in which the congregation intends to raise funds to supplement the grant.
- Financial and demographic data using the tables in Section V including actuals from the most recent fiscal year, current fiscal year’s budget, and next fiscal year’s proposed budget. Please include the requested Chalice Lighter funds in these budgets where appropriate.
- History of **and** plans for achieving Fair Share in the next three years if not already giving at Fair Share levels to the UUA and the District.

Submitted by: \_\_\_\_\_ Position: \_\_\_\_\_

To expedite your application, we suggest that you contact the District Office in advance. We will put you in touch with a Chalice Lighter Committee member, who can consult with you to help clarify your purpose and the District’s procedures.

When preparing your application, include this printed application on top, with supporting materials following. All supporting material should include your congregation’s name and city and state at the top of the page. Please paper clip the entire proposal, but do not staple. Write “Chalice Lighter Grant” on the outside of the envelope.

Deadlines for this year’s applications are **October 12, 2009**  
**January 11, 2010**  
**April 12, 2010**

Please return your application to: NNED, 10 Ferry Street, #318, Concord, NH 03301; Phone: 603.228.8704 or [uua-me.nh.vt@comcast.net](mailto:uua-me.nh.vt@comcast.net).

**Section V.**

**Financial & Demographic Information:**

Please fill out the table below (hand written is fine). We realize that it does not match the format of your financial statements, but it will help us get a clear understanding of your congregation’s situation. Feel free to supplement this with your own budget reports and any other documentation you feel would be helpful. Round to the nearest \$100’s or \$10’s, and ignore categories that don’t apply.

Congregation name, city and state \_\_\_\_\_

		Last Fiscal Year - Actual	Current Fiscal Year -Budget	Next Fiscal Year Projected Budget
<b>Fiscal Year</b>	<b>E.g., 7/1/08-6/30/09</b>			
<b>Demographics</b>	<b>Adult voting members</b>			
	<b>Children &amp; Youth</b>			
	<b>Giving units(# pledges)</b>			
	<b>Ave. Sunday attendance<sup>1</sup></b>			
<b>Reserves</b>	<b>Checking, savings, etc. <sup>2</sup></b>			
<b>Endowment Total:</b>				
<b>Income</b>	<b>Pledges</b>			
	<b>Offering - Plate</b>			
	<b>Fund-raisers (gross-expenses)</b>			
	<b>User fees (RE, music, etc.)</b>			
	<b>Income (rent, interest, etc.)</b>			
	<b>Capital drive / Building Fund</b>			
	<b>Chalice Lighters grant</b>			
	<b>Misc. (gifts, loans, etc.)</b>			
	<b>TOTAL</b>			
<b>Expenses</b>	<b>Minister’s compensation <sup>3</sup></b>			
	<b>DRE’s compensation <sup>3</sup></b>			
	<b>Other paid staff (Administrator, Music Dir, Childcare, ...)</b>			
	<b>UUA &amp; NNED dues</b>			
	<b>Honoraria</b>			
	<b>Publicity<sup>4</sup></b>			
	<b>Program (RE, worship, etc.)</b>			
	<b>Training &amp; conferences</b>			
	<b>Rent/Mortgage</b>			
	<b>Operations &amp; Utilities <sup>5</sup></b>			
	<b>Property/special projects</b>			
	<b>Loan payments (excl. mort.)</b>			
	<b>Other:</b>			
	<b>TOTAL</b>			
<b>Net budget</b>	<b>Reserves + Income - Expense</b>			

<sup>1</sup> Indicate approximate numbers of both adults and children and youth, e.g. 20/10

<sup>2</sup> Financial assets (“carry-over”) as of the *beginning* of each of the fiscal years. Please do not include property or accounts separate from your operating budget, such as building funds; information on these other accounts may be provided separately.

<sup>3</sup> Total package, including salary and benefits.

<sup>4</sup> *External* communications (advertising, directory listings, flyers, etc.) as opposed to *internal* (e.g., newsletters, orders of service, which can be put under Program/committee and/or Operations.

<sup>5</sup> Office supplies, bank fees, insurance, P.O. box, postage, copying, gas and electric, building maintenance, etc.

The Chalice Lighters program assists a congregation in becoming a more vital, growing presence in their community. A Chalice Lighters grant can help overcome a financial hurdle. The NNED Chalice Lighters Committee considers many factors when evaluating applications for Chalice Lighters grants. The working Chalice Lighters Committee has listed below some of the key criteria used when evaluating Chalice Lighters requests:

- **Needs Assessment:** The application should identify the congregation's needs and the nature of the resources, financial and otherwise, necessary to satisfy those needs. If the proposal is for professional staff (Minister or RE Director) it should include job descriptions and budgeting for compensation, benefits and professional expenses. Preference will be given to those meeting UUA Fair Compensation Guidelines. The proposal should clearly indicate how the Chalice Lighters funds will enable an important break-through.
- **Long Range Planning:** Long range planning is a prerequisite for realizing sustained growth and stability. The application should reveal the direction in which the congregation is heading and the means by which the plan was generated.
- **Annual Canvass:** An every member canvass demonstrates the congregation's acceptance of the financial responsibilities necessary to achieve its long range goals, and annual pledges of financial commitment are critical to managing a congregation's budget. A relatively large proportion of members should be making annual pledges during the canvass, which is based on financial goals consistent with local demographics, resources, and the long-range vision.
- **Financial Commitment:** While demographics and circumstances vary widely among congregations, as do the financial resources of individuals within congregations, the overall level of giving, including pledges, capital drives, special funds, etc., reflects the congregation's level of commitment towards realizing the specific goals it has set. Through a high relative level of giving, the congregation demonstrates its willingness to "pay its own way."
- **UUA/NNED Dues:** UUA Annual Program Fund Fair Share and NNED dues should be donated in full each year. Consideration will be given to congregations with a clear plan for achieving Fair Share. Further awards will be given only to congregations that are Fair Share.
- Many other factors are also considered when evaluating proposals, including history, level of risk, and special considerations.
- We encourage discussing ideas and proposals with the members of the NNED Chalice Lighters Committee and/or District Executive prior to submitting a proposal. This is especially important when considering professional staff, where many critical factors must be addressed.

We look forward to hearing about your creative initiatives and assisting you in your programs for growth, vitality and visibility.

Deadlines for applying are **October 12, 2009, January 11, 2010 and April 12, 2010**

Return application with all requested information to:  
Northern New England District, 10 Ferry Street, #318, Concord, NH 03301  
603.228.8704 [uua-me.nh.vt@comcast.net](mailto:uua-me.nh.vt@comcast.net)

***Chalice Lighter Committee Members***

Rev. Eleanor Rice, Chair  
Nancy Chaddock  
Charles Boothby

[eleanorm@vermontel.net](mailto:eleanorm@vermontel.net)  
[nansam@together.net](mailto:nansam@together.net)  
[cboothby1@roadrunner.com](mailto:cboothby1@roadrunner.com)

Rev. Mary Higgins, District Executive

[mhiggins@uua.org](mailto:mhiggins@uua.org)