

Unitarian Universalist District of Metropolitan New York

Chalice Lighters Program

Interim Policies and Procedures

May 2008

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1. Purpose

1.1. Mission Statement

The Chalice Lighters program seeks to increase the impact of Unitarian Universalism on both individuals and the world by supporting long range planning and growth initiatives by District congregations.

1.2. Statement of Intent

The Metro NY District Growth Team endeavors to promote and utilize the Chalice Lighters program to support congregations, regardless of size, to grow in number, generosity, vitality, and cooperation. Grants will be awarded to support projects that are sustainable and consistent with a long range plan, and that reflect a congregation's commitment to the growth project and to growth in general. Chalice Lighters grant recipients are expected to actively partner (see 4.1) in the fundraising for their projects, some part of which may be reserved by the Growth Team to fund other growth projects and initiatives.

1.3. Purpose of the Policies

The purpose of the policies and procedures described herein are to:

- Reinforce and expand the Metro NY District's Chalice Lighters program to facilitate growth within the Metro NY District and within Metro NY District congregations;
- Encourage and promote intercongregational cooperation in support of growth;
- Improve the quality and quantity of Chalice Lighters applications by assigning a Grant Manger to assist congregations in developing their Chalice Lighters applications, and by requiring applications to be associated with a long-term growth plan.
- Improve accountability of the Chalice Lighters program by requiring periodic reporting on the use of Chalice Lighters funds and on the effectiveness of the project funded by the Chalice Lighters program in achieving growth objectives.

2. Application Basics

2.1. Who May Apply

- Individual congregations of any size or a congregation in formation.
- Clusters of congregations

2.2. Selection of Recipients

- Qualified applications will be evaluated with regard to:
 - Consistency of the project with long-term growth plan;
 - Likelihood of growth through implementation of the project;
 - Commitment to financially support the project and other components of the congregation(s)'s long-term growth plan;
 - Long-term sustainability of the project;
 - A record of support to previous Chalice Lighter Calls

- One or more recipients may be designated for each Call held with the funds allocated on a percentage basis as determined by the Growth Team.

2.3. Deadlines

The Intent to Apply and Application forms are available on the Metro NY District web site. Congregations are encouraged to submit their Intent to Apply as early as possible. Before the Intent to Apply is submitted, questions should be addressed to Bill Slezak at bill.slezak@gmail.com. After the Intent to Apply is submitted, contact Bill Slezak for the assignment of a Chalice Lighters Grant Manager.

	Intent to Apply	Application	Grant Awarded
Fall Call	November 15	March 15	April
Spring Call	May 15	October 15	November

3. Requirements for Applicants

3.1. Make Fair Share contributions to the UUA and Full Share contributions to the Metro NY District.

- A single Metro NY District congregation applying for a grant should have contributed its Fair Share to the UUA and Full Share to the Metro NY District for the previous fiscal year. Also, the congregation must commit to contributing its Fair Share and Full Share for the duration of the grant.
- A cluster of congregations applying for a grant should exhibit a significant majority of Fair Share and Full Share congregations. All congregations in the cluster must commit to contributing their Fair Share and Full Share for the duration of the grant.
- A waiver of the Fair Share and Full Share requirements will be considered in cases of hardship or other extenuating circumstances.

3.2. Support Prior Chalice Lighter Calls.

While no minimum financial contribution is specified, support of prior Calls by the applicant is expected and will be considered in the evaluation of the application.

3.3. Submit a Long Range Growth Plan.

- An application should include a long range plan written or updated within one year prior to submitting the application.
- The long range plan should be approved by the congregation(s) or, in the case of an update, accepted by a formal vote of the board(s). Cluster plans should include a list of congregations involved.
- The plan should include growth goals, specific projects or initiatives to fund growth, costs and how the congregation(s) proposes to fund the various initiatives outlined in the plan, and how results will be measured.
- Congregations are encouraged to be at or moving toward UUA Fair Compensation Guidelines regardless of the type of grant they are seeking. This information should be included in the Long Range Plan.

3.4. Submit an Intent to Apply.

Submit an Intent to Apply at least four months prior to the application deadline to allow for assignment of a Grant Manager who will assist the congregation(s) in preparing or updating a long-term growth plan and in developing the application for the specific growth project.

3.5. Provide a Project Manager.

Provide a Project Manager to work with Grant Manager in preparing the application and to report on progress during and after the project.

4. Responsibilities of Grant Recipients

4.1. During the Chalice Lighters Call

- The recipient(s) will actively partner in the Chalice Lighters Call and will work closely with the Metro District Chalice Lighter Coordinators to arrange for personal contacts with other congregations within the District including sending “Ambassadors” to speak about their congregation and the specific projects for which Chalice Lighter funds are being requested.
- The recipient(s) will also provide periodic feedback and reports to the Metro NY District Chalice Lighters Coordinator on the progress in contacting and visiting the other congregations.
- The recipient(s) will provide written thanks after visiting a congregation and also after being advised by the Chalice Lighters Coordinator that the funds from the Call have been received by that congregation.

4.2. After Completion of the Call

- Advise the Grant Manager and/or Metro NY District Chalice Lighters Coordinator about the schedule for implementing the project and about when the funds are needed.
- Provide periodic updates as requested by the Grant Manager and/or Metro NY District Chalice Lighters Coordinator on the status and progress of project implementation,
- Provide an annual progress report during project implementation and for a minimum of three years after completion of the project that describes utilization of the grant, progress in implementation of project, and specific results, including measures of memberships, attendance, and growth.

5. Types of Projects

5.1. Staff Positions

- Grants may be given to establish and fill for the first time the positions of minister, religious educator, music director, administrator, membership coordinator or director, or other growth related staff.
- Grants may also be given for an additional minister or religious educator if a long range plan shows how this additional ministry will help the congregation grow.

- Staff grants can be made for moving from part-time to full-time.
- A staff position should be planned as a permanent position that is reflected in the congregation's long-range plan and that is consistent with UUA guidelines for fair compensation and benefits. . A five-year financial projection is required that describes salary and benefits (including COLA and potential merit increases), and the assumptions that are the basis for the projection.
- It is expected that the District Compensation Consultant be consulted to review compensation practices with the congregation.
- The usual payout schedule for a staff position is 50%-30%-20% over the three years. The grant recipient can negotiate a different payout schedule if there is a reason to do so.

5.2. Lands, Buildings, Accessibility, and Other Improvements

- For a grant to help purchase land or construct a building or add significant additional space, the application should identify other sources of funding, including plans or results of a capital campaign
- Grants provided for land, new buildings, or a significant increase in space generally will not exceed 20% of the total cost of the project. Funding for less substantial projects will generally not exceed 50% of the project.
- For land and buildings, the grant is usually paid as a lump sum.

5.3. Innovative Growth Projects

- Innovative growth grants, which may include leadership development, are to fund projects that are growth focused and practical. Joint applications from more than one congregation are encouraged, as are applications that are creative and innovative and that could serve as model projects for other congregations.
- The proposal should explain how growth is expected to take place, how much growth is expected, and how growth will be tracked and reported.
- Innovative growth grants are usually paid according to a schedule that meets the requirements of the project. This payout schedule should be agreed upon between the Grant Manager and the congregation.

5.4. Organizing a New Congregation

- Grants for organizing a new congregation may be for an organizing event or for other organizing activities; the plan and application should indicate other sources of support for the project.
- Organizing grant applications must be accompanied by an organizing plan showing favorable demographics, commitments of financial and organizational support from sponsoring congregations, and the composition of a steering committee including members with UU experience and commitment to attending training in new congregation organizing.
- Organizing grants are usually paid in accordance with a schedule that meets the requirements of the project. This payout schedule should be agreed upon between the Grant Manager and the congregation.

APPENDIX B
Unitarian Universalist District of Metropolitan New York

Chalice Lighters Program
Interim Application FORM

Please refer to Chalice Lighters Policies and Procedures on the Metro District web site (click on “Chalice Lighters” at www.uumdnny.uua.org) for requirements.. Any congregation may apply.

The Chalice Lighters program is a District-wide, congregationally based fundraising effort for a particular congregation that needs help to start a new congregation, acquire or enlarge a building or land, secure professional leadership or any other form of program expansion.

DEADLINES: Applications to be emailed (or postmarked) by October 15 for Spring Calls and by March 15 for Fall Calls.

Congregation: _____

Mailing Address: _____

Project Manager _____ Email: _____

Address: _____

Phone: _____ Fax: _____

Title of project for which funds are being requested: _____

Cost of project: \$ _____ Amount of funds being requested: \$ _____

(Signed) _____ Date of Application: _____

Title in Congregation: _____

Section 1 - Information regarding Project for which Chalice Lighter funds are being requested (attach separate pages as necessary)

1. Type of Project

- Land Purchase
- Building purchase/construction
- Building expansion/renovation/accessibility Innovative growth project
- Minister
- R.E. Professional
- Administrator
- Music Director
- Membership Coordinator or Director
- New congregation organizing
- Part-time to full-time (_____)
Position

2. Project Summary: please describe your project and also address the specific questions below for your project category (delete categories that are not applicable):

Land & Building

- A. What is the cost of the entire project? \$ _____
- B. How will it be funded (please include all sources of funding)?
- C. Have you planned a capital fund drive to support the project? Please describe. If completed, what were the results?
- D. If an expansion project, how much additional space will be realized and how will it be used?

Innovative Growth

- A. Describe your project:
- B. How will this impact your growth?

Staff Position:

- A. Will it be a full-time position?
- B. If not full-time, how many hours per week?
- C. If not full-time, do you expect it to become full-time at some point in the future? (Explain)
- D. Show how planned compensation is consistent with the UUA Fair Compensation guidelines.
- E. Briefly explain how this position/function has been handled until now and how filling this position will help the congregation grow.

3. Briefly explain how your project is consistent with your congregation's growth plan, and how receiving Chalice Lighter funding will benefit help your congregation.

4. By year, how much funding do you expect to provide for this project in addition to the Chalice Lighter funds?

Year 1 _____ Year 2 _____ Year 3 _____

5. Except for building or land purchase, briefly describe how you plan to continue funding the function after the Chalice Lighter funds are utilized.

6. Describe how your project application relates and/or contributes to your growth plan.

Section 2 - Information about your congregation

1. If available, please attach a copy of your long range plan that includes these five areas:

A. Membership B. Programs C. Facilities D. Finances E. Staff

When was it approved by your Board? _____

When was it approved by your congregation? _____

Note: Metro District staff is available to work with your congregation to develop a long-range plan if you do not have one. If interested, contact Andrea Lerner at 914-373-0193 or alerner@uaa.org

2. Membership Trends

Please note: If year-to-date information indicates a significant change from prior years in any category, please briefly explain the change(s) on a separate page.

	Last complete Church year (/ - /)	Prior Year (/ - /)	2 Years Prior (/ - /)
Number of certified members	_____	_____	_____
Number of friends	_____	_____	_____
Average Sunday attendance	_____	_____	_____
Number of children enrolled in RE program	_____	_____	_____
Average Sunday RE attendance	_____	_____	_____
Number of local visitors	_____	_____	_____
Number of new members	_____	_____	_____
Number of members dropped and resigned	_____	_____	_____
If available: moved away or died	_____	_____	_____

3. Financial Information

Number of pledge units	_____	_____	_____
Total amount pledged	_____	_____	_____
Total income (all sources)	\$ _____	\$ _____	\$ _____
Total expenses	\$ _____	\$ _____	\$ _____

Please attach:

A. A copy of your year-end financial statements for the last two years

B. The current year's budget

C. Estimated budgets for the next five years showing how the proposed project will be supported in the future.

Section 3 - Application requirements

1. **Long-range plan.** Have you attached your plan? Yes ___
2. **Financial information:** Have you attached year-end financial statements, current budget, and proposed 5-year budget projection? Yes ___
3. **Evaluation and Communication.** The Project Manager will keep Grant Manager appraised of project progress, and will also provide an annual Chalice Lighter project implementation report, which includes providing quarterly membership statistics and weekly attendance, using the form on the Metro District web site. The annual written report will describe the efficacy of the grants, using whatever indicators the congregation believes are meaningful. The annual report should include the congregation's annual report, if one is produced. Do you agree to write and submit these evaluations and report? Yes ___
4. **Partnering** during Chalice Lighter Call. Chalice Lighter recipients are expected to actively participate in the Call by through outreach and visits to other congregations. Does your congregation agree to be actively involved in the Chalice Lighter call? Yes ___
5. **UUA Full Fair Share Congregation.** Grant recipients must be and remain UUA Full Fair Share congregations. Is your congregation a UUA Full Fair Share Congregation? Yes ___
- 6.. **Metro District Fair Share Congregation.** Grant recipients must be and remain a Metro District Fair Share congregations. Is your congregation a Full Fair Share Congregation? Yes ___

(Authorized by) _____
Board Chair / President

Date: _____

Applications approved by the congregation or applications that implement plans already approved by the congregation will be given the greatest consideration. Please indicate whether the application was approved by the congregation, the Board of Trustees (or equivalent) or both. This application was approved by: _____ on (date) _____

Deadlines for Applications: March 15 for applications for the Fall Chalice Lighter Call, and October 15 for applications for the Spring Call.

Intent to Apply must be received by November 15 for March application deadline and by April 1, August 1, and October 1 respectively.

Send the completed application and pertinent attachments electronically to lgolson@verizon.net and to Bill and Rickey Slezak, chalicelighters@uumetrony.org. Email Bill and Rickey or call 973-731-9838 if there are any questions.