

# Unitarian Society of Northampton and Florence

## Social Action Funding Application

**Overview:** USNF has funding in our operating budget to support USNF programs and activities that promote community engagement and/or social justice. The money is meant to support existing USNF groups as well as to encourage new work.

**Examples:** Funds have been allocated for racial justice workshops, an environmental justice library, UU the Vote efforts, a public composting project initiated by the Youth Group, and the Sojourner Truth School partnership.

**Guidelines:** Funding can be spent on speakers, events, public awareness activities, lobbying campaigns, etc. With the exception of the Sojourner Truth school, the money is *not* meant for donations to outside organizations. All proposals/requests should be supported by a group of members and come from that group's chair or leaders. Grants are generally \$150-\$300.

**Deadlines:** Deadlines are October 1 and February 1. Decisions will be made by the end of October and by the end of February. If you are unable to work within this time frame, contact a moderator of the Coordinating Council to inquire about an exception. Requests for \$100 or less can be made at any time.

**Directions:** There is a simple, one-page form to complete, found following these directions and also at this link ([uunorthampton.org/social-action/social-action-funding](http://uunorthampton.org/social-action/social-action-funding)).

**Review Process:** The reviewing team is made up of the Coordinating Council Co-Moderators and the Director of Faith Development and Community Engagement, in collaboration with the Minister and other USNF Members as needed and appropriate. This team will do their best to respond within a month of application submission.

**Submission & Questions:** Questions about this process or the funds themselves are always welcome and can be directed to the Coordinating Council Moderators or to staff member, Jessica Harwood. 2019-2020 Coordinating Council Co-moderators are Cathie Brown ([cathiebrown@comcast.net](mailto:cathiebrown@comcast.net)) and Naomi Klayman ([nklayman60@gmail.com](mailto:nklayman60@gmail.com)). Jessica's email is [dre@uunorthampton.org](mailto:dre@uunorthampton.org).

**Receiving Funds & Reporting:** You may be invited to report on the project either to the Coordinating Council or in writing within one year of the allocation.

If you receive the funding, your group can expend the funds in the following ways.

1. Spend your own money and get reimbursed. Pick up a reimbursement form in the office and include "Social Action Funds - *group/committee name - project name*" on the form. Attach all receipts to the form and submit the completed form to the office. When at all possible, purchases should be made using the Society's tax exempt number which can be obtained from the office administrator.
2. Give details of purchase to the office administrator who will then order and pay for it directly. Be sure to note that it will be coming from the Social Action Funds and provide the group/committee name and project name.

If you need a report to track your fund's expenses at any time, please contact the office administrator or the USNF treasurer.

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## Social Action Funding Application

Name of Group/Activity/Cause: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Basic Purpose: \_\_\_\_\_

Project Goals/Activities:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

People/Community affected by the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget (e.g. itemized list of expenditures, if appropriate):

Date(s) of the Project/Activity (if relevant):