



**PNWD CHALICE LIGHTER
PANDEMIC RELIEF APPLICATION
Fall - Winter 2020**

Description of Opportunity: PNWD congregations who are struggling to stay afloat in the wake of the coronavirus are encouraged to request funding assistance from Chalice Lighters that is being provided by donations to our Fall and Winter 2020 Calls. The opportunity is expected to remain open until all of the funds collected for this purpose are disbursed.

Obligations: Congregations who are recipients of Chalice Lighter grants need to achieve, and maintain for 3 years, (a) at least **20%** of currently certified membership contributing to the Chalice Lighter program, and (b) Honor Congregation status with the PNWD and UUA. You also agree to provide a written testimonial report on the difference that Chalice Lighter funding made, for use in program promotional materials.

Format: *Please use this document as your application template.* Add lines as appropriate. Be direct and succinct.

Congregation Name, City, and State:

Date of approval of this application by the congregation's governing board:

Applicant Contact Information:

- Designated contact person for this grant, with title, if any, phone and email address:
- Minister, or if none, principal lay leader, with phone and email:

Amount requested: *Please read the Frequently Asked Questions below, regarding limitations.*

Summary Paragraph: Please provide a synopsis of why individual Chalice Lighters should contribute money to support this grant (maximum ~200 words).

Need: How do you propose to utilize the requested funds? If paid positions will be sustained by the grant, please provide details. What other non-usual sources of support are you pursuing?

Effect: Why do you need this grant? Please describe difference it will make. Provide context for your request by outlining the challenges your congregation is facing due to the pandemic, the scope of activities being maintained, and the congregation's aspirations for recovery and outreach. (½ page suggested length)

Resources: Please provide official congregation budgets or actual income and expenses for one or more recent years. Provide a Balance Sheet with Net Worth data, if you own real estate. If your congregation has a budget looking forward, please include it. The text provided in the previous section should indicate the role a Chalice Lighter grant would play.

Submission of applications: Email the completed application and accompanying pages in .pdf format to pnwdchalicelighters@pwruiu.org. Applications will be reviewed when received and checks for approved grants will be mailed within an estimated 6-8 weeks from receipt. A notice of intent to propose would be appreciated.

Answers to some Frequently Asked Questions:

Limitations of available funds:

A total of between \$40,000 and \$60,000 is expected to be available, utilizing Chalice Lighter reserve funds in addition to call proceeds. Thus, resources could support award of at least four, and possibly six \$10,000 grants. It is not expected that any single award would exceed \$25,000.

It is possible that more applications will be received than can be funded. In that event, priority may be given to smaller requests, growing congregations, and those for whom a Chalice Lighter grant is judged to be necessary and sufficient for continued viability. Some of the supporting data requested is to help us with such decisions. Amounts less than requested may be offered.

Eligibility limitations:

Recipients of a Chalice Lighter Pandemic Relief Grant up to \$10,000 will remain eligible to apply for large full-call-proceeds Chalice Lighter grants, but for three years may be considered for such additional grants at a lower priority than competing applications, if any.

Recipients of a Chalice Lighter Pandemic Relief Grant greater than \$10,000 will need to wait three years before becoming eligible to apply for large full-call-proceeds Chalice Lighter grants.

Recipients of Chalice Lighter full call grants or small Technology grants within the last 3 years may apply for Pandemic Relief grants of up to \$10,000 without priority penalties.

Determining eligibility:

The requirement that 20% of congregants be Chalice Lighters to receive a Pandemic Relief grant is lower than the standard 30% Chalice Lighters requirement. Your congregation may already qualify, or may qualify by asking members to donate. The website pnwduua.org provides relevant instructions and links.

- Your congregation's Chalice Lighter Ambassador or Treasurer may already have or may obtain a roster of Chalice Lighters in your congregation from pnwdchalicelighters@pwruiu.org.
- Your congregation's Honor status and official membership count is available on uua.org. If those data are not up to date (that happens) you will need to contact UUA to ask that the posted data be made current OR *have your treasurer certify to us* that you are in fact up to date on payments and/or that your membership number is different than that shown on uua.org.
- If your congregation does not currently meet all of the requirements for Chalice Lighter member participation rate and honor status, please include an explanation of your plans to do so. Funding may be withheld until the requirements are met.

Incomplete applications: Chalice Lighters want to help ensure that your congregation not only survives, but thrives. Not having all the requested information available to include should not keep you from submitting a grant application if you need help. You may be asked for additional data or supporting material if it is needed to arrive at a decision whether to award a grant.

Additional questions may be directed to pnwdchalicelighters@pwruiu.org.