



Endowment Fund Application

Procedure - Last Revised January 18, 2025

Please send this completed proposal to Endowment Fund Chair, Janet Horst, by February 28, 2025 at midnight at *endowment@muuf.org* or mail to the Fellowship: *21 Normandy Heights RD, Morristown, NJ 07960* or give to any other member of the Endowment Committee: Sandra Persichetti, Carolyn Schwartz, or John Solu. And thank YOU for your submission!

The Allocation for this year is \$12,000. More than one project may be funded from the pool of applications received. **Allocations are made possible by the contributions of members and friends and the investment growth of the MUUF Endowment Fund.**

Projects will be reviewed and evaluated for feasibility and impact in furthering the goals of the Fellowship and the Endowment's purpose. A decision will be made and announced at our Annual Congregation Meeting as to what project(s) have been awarded funds.

Questions? Contact any member of the Endowment Committee or Chair, Janet Horst

1. Proposal Contact

This is the person that the Endowment Committee will work with to assist in completing the proposal and whom we can contact with any questions, suggestions and to provide updates.

First Name _____ Last Name _____

Date of submission _____

Preferred Phone Number _____

Preferred Email _____

Project Name. This can be a working name for the project going forward:

2. Name(s) of the sponsoring MUUF committee or staff-team sponsoring the project.

Sponsoring Committee or Staff-Led Team Function: _____

Date of Sponsor Approval: _____

Sponsor Contact Person: _____

3a. Briefly describe the Project in 2-3 sentences. What will be done, by when, by whom and for what purpose?

3b. What is the total amount that is being requested? Please also see question 4b

3c. What are the Project's goals and deliverables? In short, how will we know the project is a success?

3d. Please consider which UU Principles your project aligns with and list them here.

3e. Who will you or have you consulted within or outside of MUUF regarding the development/implementation of this project? (NOTE: for some projects this may be important, for others it may not be critical.)

4a. Will completion of this project have any impact on MUUF's operational budget or staffing hours after implementation, (increase or decrease)? Check the appropriate box, next page. e.g. Consider whether your project might require additional annual maintenance costs that need to be considered or adding to staffing hours. On the other hand, your project might provide savings via reduced costs or reduced staff impact. If so, please describe.

- Yes Please describe the impact below, i.e. savings or an increase to the budget
- No No impact on budgeting or staffing : Please proceed to question 4b.

4b. Is the funding being requested here sufficient to complete the project or will other resources also be sought? Check the appropriate box below.

- Yes Please proceed to Question 4c
- No Describe below what additional funding or resources are needed to complete the project and where it is expected to come from.

4c. What is the impact of not funding the project?

5a. Describe (or attach) the project plan, showing a project timeline which, for each major activity or milestone, shows dependencies, resources (dollars, staffing/ volunteers). NOTE: Those applications that provide specific information on how costs are estimated will receive extra weight towards receiving approval.

5b. What are your contingency plans if you see that your project has an unexpected cost overrun or delays in implementation? For example, would you make your project less ambitious, such as decreasing the scope or physical size of your project?

6. Risk Analysis What are the risks associated with implementation of this project?
Think hard about what might possibly go wrong. Possible areas to be addressed include, but are not restricted to cost overruns, delays in securing volunteers/staffing, approvals, sign offs, etc. For each identified risk area, what risk-mitigation steps will you include to ensure the success of this project/proposal?

7. Comments. Is there anything else we should know about the project to help us with making a funding decision? Leave blank if there is nothing else to add.

8. Please attach to your submission any documents that will be helpful for our understanding.

And thanks again for taking the time and care to prepare this proposal.