

**Grant Application Guidelines
Memorial Endowment Trust
of the Unitarian Universalist Community of Charlotte**

1. Projects awarded funds by the Memorial Endowment Trust (“MET”) Board of Trustees (“Trustees”) will reflect the religious and social values expressed in the Seven Principles of Unitarian Universalism, the Unitarian Universalist Community of Charlotte (“UUCC”) Vision, Mission and Ends statements, as well as Policies of the UUCC. ([Click here for UUCC governing documents.](#))
2. All proposals will originate from or through one of the UUCC Teams or another recognized group within the UUCC. One or more UUCC Teams or recognized groups may join in the application as co-sponsor(s) if the team or group will also benefit from the proposed project.
3. Examples of types of projects include, but are not limited to:
 - (a) Capital improvements (non-maintenance)
 - (b) Education programs for the professional staff, UUCC Teams, the congregation and/or community
 - (c) Community outreach/social action
4. Projects shall not include: operating expenses; day-to-day expenses; expenses ordinarily included in the annual budget; and expenses that have been or will be incurred on a regular and ongoing basis. However, grants may be used to pay one-time expenditures (for example, “seed money”) required to fund a project or activity which, if successful, could in the future entail ongoing operating expenses for which grants may not be made. The MET grants shall not be used for expenditures for which there will be no lasting benefit.
5. Proposals will be evaluated according to the following evaluation and selection criteria:
 - (a) Consistency with and advancement of the Seven Principles, UUCC Vision, Mission, Ends and Policies
 - (b) Quality of proposal
 - (c) Timeliness of proposal
 - (d) Cost effectiveness
 - (e) Likelihood of success
 - (f) Lasting value to UUCC and/or the wider community
 - (g) Practicality
 - (h) Fulfillment of a need
6. Projects to receive grants will be chosen annually on an individual basis.
7. Project monitoring will be the responsibility of the UUCC Team or group awarded the funds. A person must be assigned by the applicant to monitor the grant and report to the Trustees of the MET. This person will communicate with a Trustee assigned as liaison to the project. A written status report documenting progress and fund expenditures will be required within six (6) months of the awarding of the grant. A final report will be required at project completion that will include comments about the accomplishment of objectives.
8. Grant money must be spent within the UUCC fiscal year awarded (July 1 - June 30). If the project completion is not possible within that timeframe, the project contact person must submit a Request for Extension of up to six months until December 31. The Request for Extension must be received by the Trustees by May 31st. The Trustees will approve/disapprove the request prior to June 30th. Any funds not utilized within the allotted or extended time are to be returned to the MET for the next grant cycle. A new proposal can be submitted for the same project in the next grant cycle and will be evaluated strictly on its merit compared to other requests.