#### **Application Form**

**HUUF Endowment Fund, *Small Grants:***

Deadline for receipt of application: February 28, 2024

Funds will be available March 15, 2024

Deadline for completion of project: December 15, 2024

**To Apply: Submit a letter that contains the following information:**

1. Name of HUUF member or committee submitting this small grants application.
2. Reason for requesting funding: briefly state what you intend to accomplish with this small grant (statement of your objective).
3. Amount of funding requested (from $200 – $2,000) and a simple, realistic, itemized budget for how this amount will be used.
4. Why is this action or project needed? (Please explain in no more than one paragraph)
5. Briefly describe your step-by-step plan, with anticipated timelines in a schedule, for accomplishing your stated objective by the project deadline of 12/15/24. (Please be concise – no more than one page)
6. Please comment on how your request aligns with a) one or more of our UU principles and/or b) the Purpose of our Fellowship.
7. What will be the result of this action or project that will show that it has been a success?
8. Include contact information for the person who will be responsible for accounting for the funds received and for writing a brief one-page final report due by December 15, 2024.

Not completing this final report could disqualify the grantee from future grants. The final report should clearly state the results stated in step 7 and indicate the success of the project.

*\*Note: Unspent grant funds must be returned to the Endowment Fund at the end of the year and may not be rolled over into succeeding years*.

For further information contact: Cynthia Chason 707-601-6136, cynthiachason@gmail.com