



# Vetting Procedure

Procedure - Last Revised 1/13/25

## Background:

The Endowment Fund will enable disbursements that support the following Endowment purpose: to enhance the mission of the Fellowship apart from its general operations, so as to help secure, strengthen, and extend its long-term survival.

Proposals shall include major capital improvements or preservations to the physical facility of the Fellowship. In addition, proposals may include significant investments for outreach in the community or contribute to the wider mission of the Unitarian Universalist movement.

The Endowment Committee shall be responsible for soliciting and reviewing all proposals. The Endowment Committee will provide the MUUF Board with a confidential evaluation of the proposals received and a recommendation as to which proposals have been evaluated as being eligible for consideration, see below. The MUUF Board is responsible for deciding which (if any) proposals are to be awarded Allocation funds.

## Calendar year cycle:

- Pending Board approval, Funding Applications will be available Jan-Feb
- Deadline for all applications is February-end, midnight
- Endowment Committee will review/summarize to Board by March-end
- Board may ask for clarification and will make a decision on or before June 1st
- Endowment and/or the MUUF Board will announcement grant awards at the Annual Congregation Meeting

\* \* \* \* \*

Funding Application Name \_\_\_\_\_

Sponsoring Committee or Staff Team Contact Name \_\_\_\_\_

Date of Sponsor Approval: \_\_\_\_\_

1= Poor 2=Adequate 3= Good

Thoroughness of application \_\_\_\_\_

Rating of "Outside of current Operating Budget" \_\_\_\_\_

Rating of multiple contractor bids and information provided \_\_\_\_\_

**Total Score** \_\_\_\_\_

Comments to the Board regarding the overall project's potential to impact MUUF facility and growth in the community: