



## Unitarian Universalist Church of Spokane “Make It Happen Fund” Application Instructions

**Grants from the Unitarian Universalist Church of Spokane (UUCS) “Make It Happen Fund” support outreach projects that involve church members working directly in the larger community.** Please review the following restrictions and information before completing the application form.

- Make It Happen Funds may not be used for partisan politics, personal use, or to fund speakers for members’ education.
- Applications are accepted from church Ministries, Teams, or individuals.
- Applications may be submitted at anytime.
- **Acceptance of Make It Happen Funds requires the applicant to provide a written report detailing how the funds were used, who was involved from the church, and how the project made a difference in the community.**

### **To make an application:**

1. Complete the Application Form on page 2. You may use one additional sheet of paper if necessary in order to complete the application.
2. Submit your completed application to the Make It Happen Fund Allocation Team\* in care of the Church Administrator as per the instructions below. Applications may be:
  - Dropped off at the UUCS Administration Office during normal office hours (10 am to 2 pm Monday through Friday.)
  - E-mailed to the Church Administrator at [admin@uuspokane.org](mailto:admin@uuspokane.org).
  - Mailed to:

Make It Happen Fund Allocation Team  
c/o UUCS Administrator  
4340 W Fort Wright Drive  
Spokane WA 99224

\*The Make It Happen Allocation Team is comprised of one Board of Trustees member, one Management Team member, and one church member at-large who come together on an ad hoc basis to evaluate and approve Make It Happen Fund applications.



# Unitarian Universalist Church of Spokane "Make It Happen Fund" Application Form

Requestor Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Project Title:

Brief Project Description:

How project will benefit the larger community:

How project will involve UUCS congregation:

How funds will be used:

Names & Signatures of five (5) members of the UUCS congregation who support this project:

	PRINTED Name	Signature
1		
2		
3		
4		
5		

Date: _____	<b>FOR OFFICE USE</b>
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount Approved: _____	
Applicant Notified By: _____	