**Application form for a West Trust Grant from a Unitarian and/or Universalist Church or Fellowship in Canada.**

(Revised July 2022).

The objective of the West Bequest Trust is to affirm and promote the [eight principles](https://cuc.ca/unitarian-universalism/principles-sources/) of Universalist/ Unitarian (UU) Churches, as adopted by the Canadian Unitarian Council.

**GUIDELINES REGARDING WAYS TO PROMOTE THESE PRINCIPLES:**

The promotion of the eight principles may be done by:

1. publishing books, pamphlets, periodicals or other modern forms of media (such as tapes, DVDs, websites, podcasts etc.) as well as programs to attract new UU members;
2. providing partial support towards employing a minister (either clergy or lay person); or a religious education director for children and young adults;
3. assisting financially weak or small UU congregations or founding new ones; and
4. such other methods of promoting UU principles as the West Trustees shall deem appropriate.

Applications for funding which best reflect the above objectives and means have the most chance of success.

Only one application per UU church or fellowship will be considered. The application must be supported and forwarded by the Board or other Governing Body of the applying church or fellowship.

West Trust Trustees will meet in the third week of October 2022 to make decisions on grant applications. In a typical year the Trust has about $8,000 to distribute to support the applications that are accepted. Most grants range between $400 and $2,000.

An application form is attached. You can fill it in and save it. It can be sent in Word or as a PDF. You do not need to use the form, but your application should include all the information requested on the form.

**WHEN, WHERE AND HOW TO APPLY:**

Applications for consideration at the October trustees' meeting this year should be received by

Friday the 7th of October 2022. Please include the words “2022 West Trust Application” in the subject line and the name of your Church or Fellowship.

Late applications may be considered at the discretion of the Trustees.

Applications should be submitted as Email ATTACHMENTS in Word or as PDF and addressed to

Shripad Pendse, President, Board of Trustees of the West Trust at shripen@yahoo.ca and copied to shripad.pendse@smu.ca, and to Kathy Spencer, Secretary, Board of Trustees of the West Trust, kathy.spencer@dal.ca

If it is necessary for you to send an application by mail, it should be sent by the 25th of September 2022. Please e mail shripen@yahoo.ca to get the most up to date Canada Post mailing address.

**ACCOUNTING AND EVALUATION**

Successful West Trust grantees from prior years are required to provide by the 7th of October 2022 a brief accounting of the income and expenses of the project and a narrative of at least 200 words of what was accomplished in their West Trust-assisted project.

If you received a grant in the previous year and are applying for another grant for the current year, the report on the previous grant must be submitted as part of your application.

Grantees who fail to account to the West Trustees for grants previously received may not be considered for future assistance.

**APPLICATION FOR WEST TRUST FUNDING**

Please examine the Guidelines above carefully before applying for a grant and ensure that the subject line in the e mail uses the format indicated earlier.

1. APPLICANT: (UU Church, Congregation or Fellowship and authorized contact person)

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1. APPLICANT’S MAILING ADDRESS:

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1. APPLICANT’S TELEPHONE:

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1. APPLICANT'S E-MAIL:

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1. DATE SUBMITTED:

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F. REPORT ON PREVIOUS GRANT RECEIVED (if any): Please provide in this section a

brief summary of expenses and a narrative of at least 200 words concerning what was accomplished with the grant. Enclose an attachment as necessary. Applications that do not include a report on the previous grant may not be considered for new assistance.

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G. PROJECT NAME (Provide a working title for your project. Only one application will be

considered from each UU Church, Fellowship or Congregation)

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H. SUMMARY/DESCRIPTION (Describe the project in about 200 words.). Use an attachment as necessary.

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I. BUDGET (How much will the total project cost, what are the major cost items of the project and what will each of them cost?)

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J. AMOUNT SOUGHT from the West Trust Fund

K. OTHER INCOME SOURCES AND AMOUNTS (List other amounts to be obtained from other sources and names of those sources for that funding).

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L. TIME FRAME OF PROJECT: (Provide start and end dates, major milestones and the

date by which a grant from the Trust would be required.)

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How does the project support the objectives of the West Trust?

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SIGNATURE and TITLE OF APPLICANT (Application should usually be signed by the President of your Board)

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Please send your application as an Email ATTACHMENT in Word or as PDF. Please include the words “2022 West Trust Application” and the name of your Church or Fellowship in the subject line, and send it by e mail to:

Shripad Pendse, President, Board of Trustees of the West Trust at shripen@yahoo.ca, with copies to shripad.pendse@smu.ca and to Kathy Spencer, Secretary of the Board, Kathy.spencer@dal.ca