



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 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 complete the attached reporting form within 30 days of the use of the funds.

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. Completed applications may be submitted to the Social Justice Council by:
 - Dropping off at the UUCS Administration Office during normal office hours (10 am to 2 pm Monday through Thursday.)
 - E-mailing to the Social Justice Council at sjcouncil@uuspokane.org.
 - Mailing to:
Unitarian Universalist Church of Spokane
c/o Social Justice Council
4340 W Whistalks Way
Spokane WA 99224

Decision Process:

- Make It Happen Fund allocations are made by the Social Justice Council which meets monthly.
- A Co-chair of the Social Justice Council will inform the applicant once a decision is made.
- A Co-Chair of the Social Justice Council will enter the decision on the Application Form.
- The Social Justice Council will return the Application Form to
 1. the bookkeeper with a check request if the Application is granted, or
 2. to the Church Administrator if the Application is denied.

Reporting Process:

- If the Application is granted, please complete the Reporting Form on page 3 within 30 days after the funds are used and return it to the Social Justice Council.
- The Social Justice Council will return the Report to the Church Administrator for the MIH fund file archive.



**Unitarian Universalist Church of Spokane
"Make It Happen Fund" Application**

Requestor Name: _____ Application Date: _____

Amount Requested: _____ Date Funds Needed: _____

Payee Name: _____ mail hold

Address (if mailing): _____

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	_____	_____

FOR SOCIAL JUSTICE COUNCIL USE	
Date: _____	
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature: _____
Amount Approved: _____	
Applicant Notified By: _____	



**Unitarian Universalist Church of Spokane
“Make It Happen Fund” Report**

Please complete this report within 30 days of completion of your project using Make It Happen funds.

Grantee's Name: _____ Date: _____

Name of Project: _____ Date grant Received: _____

1. Describe how the Make It Happen funds were used?

2. Who was involved from the church?

3. How did the project make a difference in the community?

Submit your completed Reporting Form to the Social Justice Council in one of the following ways:

- Dropping off at the UUCS Administration Office during normal office hours (10 am to 2 pm Monday through Thursday.)
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THANK YOU FOR MAKING A DIFFERENCE IN THE WORLD!