

First Unitarian Universalist Church of Detroit

The Program Proposal and Budget Request Form



For the Future

Summary

This is a hybrid of two methods, the familiar one of trying to plan ahead for a year and reserve funds for your activities, and the new one of requesting funds for each activity as it is approaching. This process retains the best parts of both approaches. Think of this as the way to propose budget amounts. A proposal does not guarantee that money will be available, but it does convey your needs to the Board of Trustees and the Congregation.

The following form is the way to communicate your need for time, space, funding, and publicity.

A sub-committee of the Board will review all proposals. The sub-committee affirms that a proposal will support the Mission and the Plan of the Church, so please help the Board do their work by providing as much information as possible. Cite the specific section of the Plan (copies of the most recent revision are online and are also available through the Church office).

As we begin this new process, these are thoughts that may be helpful:

Initially, think lean. If your committee discovers new events or projects during the year it will be easier to request additional funding at that time than to get a large amount approved now.

This is about more than money. Please approximate the scheduling of your activities and the amount of space and publicity you may need.

Don't spend more money than you have to. Also, all costs must be submitted for reimbursement within 30 days following the event.

Expect to evaluate your event after it occurs. Because of the wide variety of events there is not single way to evaluate them. Help us know how to measure your success.

For Annual requests: remember to think lean, but think through the whole year. Help us know when you will need the money, too.

If you find that you are doing more during the year than you anticipated, you may submit further requests then, with just the information relevant to the additional request.

Today's Date: _____

What Committee or group of three or more is proposing this?

Who is the contact person?

What are the events and projects will you initiate?

How many, how frequent?

Where do your activities fit in the Mission or Plan? (Be specific, please)

What is the expected outcome and how will we know if it works?

Do you need more volunteers and, if so, where are you getting them and what will be expected of them?

To help Communications provide publicity:

Is this just for the congregation? Are there outside target audiences?

Date, time, location? (Are these firm or requested?)

Is there a cost to people who attend? Is there an RSVP expected (and to whom?)

Would you call this a:

- fundraiser
- friend-raiser
- camaraderie building event
- something else?

Are you writing about this for the newsletter? When?

Money:

Are you requesting Church funds? How much, what for, and who is handling the money?

Do we expect any income from this event?