

SAC Giving Policies 2018-2019 (rev 10)

These consolidated policies and criteria are in the aftermath of the annual meeting that enacted a new SAC funding policy that retired the 7.5% policy. The FY19 budget equaled a 7.5% budget with the provisos that the SAC Coordinator's salary and the plate revenue cost to FPC of the "share-the-plate" program were considered in forming that budget. The structure of this document contains sections that deal with the following:

- Policies and criteria common to various forms of giving including Share the Plate (STP) and Grants, both annual grants and grants made during the year.
- Policies and criteria applied to Emergency Grants for Disaster Relief.

Policies and criteria for Standard Grant and STP Recipients

Selection of Recipients

Eligibility Criteria for All Nominees

- Nominated by a FPC program or a pledging member who is connected to the requesting organization, and not by a paid staff member of the organization.
- Mission consistent with UU Principles.
- Non-profit (501c3) status (preferred).
- Grant would make a meaningful difference to the organization.
- STP recipients are not eligible for SAC Grants in a given fiscal year. STP recipients must wait one whole fiscal year before receiving another STP. Organizations are able to receive SAC grants in successive years, or STP in one year, and SAC grant in the next.

The SAC Board follows "conflict of interest" guidelines. No individual SAC Board members can sponsor a STP or Grant Request. A SAC Board member in direct association with a Grant Request organization is excused from voting.

STP Selection Criteria

Of those eligible, the Selection Committee will consider the following in making their selection of organizations for upcoming STP months (currently 10 months excluding July and August):

- Increased congregational engagements, including support from sponsors, FPC Programs, opportunities for generating matching funds.
- Opportunities for congregants to build a relationship with the recipient org (partnerships, volunteering, further fundraising).
- Contributions to target populations locally and in the world and to different social justice missions.
- Alignment of collections to FPC service themes (sermon and SAC candle etc.)
- Support for priorities of the UUA

General Policies for Standard Grants

- The SAC Board actively encourages social entrepreneurship and gives extra weight to Grant Requests which provide seed money for a specified and limited time period to "incubate" new ideas. Grant award priority is given to these new concepts and ventures.
- Grant awards aim to make a meaningful difference in the success of a project. To that end, an organization's or project's overall budget and alternative funding sources are important components in the SAC Board's decision making.
- Organizations with UU-affiliations such as with UU parishes, the UUA, or UUSC (e.g. the UUUM "Urban Ministry" or UUMass Action) may be considered for grant requests outside the SAC Grant cycle. They may also be eligible for an STP with careful consideration. The SAC Board or its subset (the Giving Group) may nominate them directly as deemed appropriate. The SAC Board will be mindful of planned repeat grants such as these when planning annual budgets with parish financial managers.
- Extra weight is given to applications from organizations which create opportunities for increased First Parish connection and participation. These opportunities should be clearly outlined in the Grant Request.

Repeat funding requests must clearly identify these efforts and their outcome.

- No individual scholarship requests or Grant Requests to support individual First Parish member-activities are considered. Please contact the SAC Program Coordinator to explore alternative ways of funding individuals or to learn about scholarship options available to support the activities of First Parish members.
- Every grant recipient will be asked to submit a report within one year of the date of the Grant or STP Award. Any subsequent funding is contingent upon receipt of a satisfactory report sent to the SAC Program Coordinator. The report must include information on how money was used, who was engaged or assisted with the project, and list the significant project outcomes.

Policies and Criteria for Disaster Relief Grants

Grants for disaster relief form a unique case where the SAC Giving Group and the SAC Board will function in a pro-active way. The Giving Group will assess the resources available including STP (Give or Share) with or without matching, reserves, and/or Standard Grants. The Board and the SAC Coordinator will work with Senior Ministry to reach a common goal and a decision on timing. This plan and the level of expenditure will require approval of the SAC Board.

Standard Grant Scheduling

- The First Parish Social Action Community Board funds awards at least once a year. Standard Grants are usually due at the end of January. Specific due dates are posted on the website. Grant Requests are typically not considered outside of this funding cycle and only one Grant Request per organization is allowed in a First Parish fiscal year (July to June). See *The Flexible-Hybrid Model* below.
- Grants are posted for a specified and publicized to allow First Parish members to review and comment on them. In addition, First Parish members are invited to participate in the grant process.

Carry Over of Grant Funds

The budget line of SAC Grants (4825 - "Contribution to Other Charities") are not rolled over at end of year. This line is treated like all other expense lines.

The balance sheet account of SAC Reserve (budget line 2296) contains accumulated funds from prior years, is rolled over at the end of the year. This account contains new donations or gifts, which are received by the church finance director. The SAC Board will endeavor to fully expend the reserve funds, leaving no more than \$1000 unexpended in a single year.

The Flexible-Hybrid Model

First Parish financial contributions for social justice require flexible giving, outside the annual awards. With the start of the 2018-2019 fiscal year, giving actions have more diversity especially in the light of STP. Standard grants (after the normal Jan-Feb period) can happen at any time of the year when there are funds available and proper procedures are followed.

- Share (or Give) the Plate (STP) with or without matching funds from SAC reserves or other sources. “Give the Plate” with or without Matching are allowable although infrequent. STPs are selected by the SAC Board (or a subset). It would be optimal to invite up to 3 members of the congregation to join the selection group.
- Spending Jurisdiction: the SAC board including its “giving committee” will have the responsibility to approve all grants, with SAC Coordinator retaining the signing authority.
- Ministerial management or designate will collaborate with the SAC board and the SAC Coordinator and reach agreement for the annual budget.
- Pro-active giving (giving to an organization outside of the STP nomination and grant application processes) is allowed when a Grantee emerges that is especially worthy at any time in the year and the resources are available. The source can be the SAC grant reserve or donations.

01/17/19

SAC Giving Table

Type of giving	Request process	Approval process	FY19 Budget	Criteria	Comments
Share the Plate	Congregant completes on-line form anytime. SAC Giving review periodically	SAC Giving recommendation to SAC Board, Notification to staff for veto.	\$15k, pass thru from plate	FP program or a pledging member Mission consistent with UU principles Non-profit (501c3) status Meaningful difference to the organization Potential to build a relationship	
Disaster Relief	Congregant completes on-line form anytime. SAC Giving review as submitted	SAC Giving recommendation to SAC Board, Notification to staff for veto.	\$6k, pass thru from plate		Generally 'Give-the-Plate' with option for SAC matching grant
Contributions to Other Charities (SAC Grant)	Congregant completes on-line form in spring. SAC Giving review annually.	SAC Giving recommendation to SAC Board, Notification to staff for veto.	Budget: \$15,591 Reserve: \$30k (all funds)	See STP Criteria. FPC history of support.	
Adhoc Request	Request directly to SAC Board?		From SAC funds		
Programs	Ask SAC Coordinator	New SAC Coordinator with input from congregation & Updates SAC Brd w/ SAC Brd & Groups.	New: \$3k, Engage: \$9k		

