

# SECOND CONGREGATIONAL SOCIETY UNITARIAN UNIVERSALIST

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**Lewis Downing Trust Procedures** 10/17/55, revised, 6/14/77, 1/21/99, reformatted 2/21/05



**To assist the governing board of the Second Congregational Society (Unitarian Universalist) of Concord, New Hampshire, in the administration of their duties under the provisions of the Lewis Downing's will, the following criteria will be used as guidelines:**

## **I. Fiscal philosophy.**

Monetary aid from the Downing Trust preferably shall be a cooperative venture with New Hampshire societies. As a rule at least 50% of the cost of any project, venture or emergency shall be borne by the local society. No aid shall be granted to a society that is deemed capable of bearing the entire cost of the project.

## **II. Eligible situations.**

- A. Emergencies for which no provisions could be made in the society's annual budget.
- B. Special programs, advertising campaigns, guest preachers, etc. that would make the church more effective in service to its members and the community and/or give promise of attracting more members.
- C. Capital improvements that bring facilities up to current fire and safety codes and/or provide access for handicapped persons.

## **III. Administrative Procedures.**

- A. All proposals shall be made in writing and **be signed by three members of the official board of the society.** Proposals must include:
  - 1. Adequate description of the project, venture or program for which grant aid will be used.
  - 2. An estimate of the full cost of the project.
  - 3. Most recent report of the Treasurer of the society.
  - 4. Amount requested from the Downing Trust for the next fiscal year of the society.
  - 5. The society's plan for raising money for the project.

- B. The minister or the president of the society will be notified of a decision no later than 30 days after the deadline for proposals stated in the Request for Proposals.
- C. The proposal review committee will be comprised of the current chair of the Prudential Committee (governing board), the immediate past chair of the Prudential, the Treasurer, and a member at large of the Second Congregational Society (Unitarian Universalist) of Concord, New Hampshire, 274 Pleasant Street, Concord, NH.
- D. The Prudential Committee will act on the recommendations of the review committee.
- E. Societies receiving grants must submit reports at the end of the fiscal year for which aid was given. Grants must be used only for future use on the intended project. Projects must be completed in a reasonable time frame.