



**THE URANTIA BOOK  
FELLOWSHIP**  
Cultivating The Spirit of Religion

## Society Grant Policy

### I. POLICY:

It is the policy of The Urantia Book Fellowship to invite societies to submit proposals for funding of local projects that align with the purposes of The Fellowship.

### II. PROCEDURE:

A. **Eligibility** - Any active society with elected officers.

B. **Application Process** - Fill out and submit the online form that is available on The Fellowship's homepage.

#### 1. **Criteria**

##### a. Funding Categories

- Regional Conference
- Education
- Outreach
- Service projects
- Printed materials

2. **Review Panel** - The Review Panel shall consist of at least three members that are currently serving on the Fellowship standing committees of Membership, Finance, and Outreach. They will be immediately contacted when a grant application has been submitted. (A position guide is recommended for the Review Panel outlining how long the term, the purpose, and the responsibilities).

3. **Funding** - Each year the Executive Committee will determine the total budget allocated for the 'Society Grant Program' for the upcoming fiscal year. The dollar amount for each approved proposal will be determined by the Review Panel.

4. **Timeline** - Applications will be accepted throughout the calendar year. Allow 6 weeks for the grant process. Societies will be notified of the status within 4 weeks and payments for approved grants will be made within 2 weeks after that.

5. **Auditing** - An internal audit process will be conducted to ensure that all grant funds have been used as proposed. Each society will be asked to keep all receipts and document expenses.

6. **Conflict of Interest** - If information is needed concerning a potential conflict of interest, refer to the 'Conflict of Interest Policy' on the Fellowship's website. For clarification, please contact the Chairperson of the Judicial Committee.

7. **Liability** - The liability/waiver clause on back of this application must be signed by the society president and secretary before the process can begin.



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## SOCIETY GRANT APPLICATION FORM

**Date of Requested:** \_\_\_\_\_

**Description of the project and timeline:**

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**Contact Information:**

**Society Name** \_\_\_\_\_

**Society president:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Society secretary:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Project leader:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Dollar Amount:** Please allow 6 weeks for the grant process. Societies will be notified of their grant status within 4 weeks and payments for approved grants will be made within 2 weeks after that.

\$ \_\_\_\_\_

**If information is needed concerning a potential conflict of interest, refer to the Conflict of Interest Policy on the Fellowship’s website. For clarification, please contact the Chairperson of the Judicial Committee.**

**Please see the liability/waiver on the back of this form (or next page down electronically).**

**Will this be a collaborative project with another Society, Standing Committees, the Foundation, UAI?** \_\_\_\_\_

The Urantia Book Fellowship would like to thank you for submitting this application. We will notify you within 4 weeks after receiving this application.

We appreciate all the good work the local societies are participating in and wish to show our support by helping with funding whenever we can.

In the spirit of teamwork,

Executive Committee of The Urantia Book Fellowship

Each society applicant acknowledges that they have read and agree to this Grant agreement and accepts all terms and conditions, herein, and agrees to assume all risks of injury arising out of this society project. The society agrees that The Fifth Epochal Fellowship Corporation, dba The Urantia Book Fellowship is not liable for any claims for injuries or damages whatsoever to person or property arising out of the society project. The Urantia Book Fellowship is not a sponsor of this event and each society agrees to indemnity and to hold the Fellowship harmless from all claims or liability.

**President signature** \_\_\_\_\_

**Secretary signature** \_\_\_\_\_