Please email your completed application and any supporting materials to Legacy@neym.org

DO NOT MAIL to the NEYM Offices. We cannot process paper applications.

1. Name of Committee/Group/Individual applying for funds:

 Address:

 Phone: Email:

1. **For Committees and Groups**, please attach a list of the names and roles of those who make up the Committee or Group, including monthly meeting membership, email address, and phone number for each individual member.
2. **Support or Oversight Committee:** Please attach a list of the names and roles of your committee, including monthly meeting membership, email address and phone number for each member.
3. **Minute of Support** **and/or Endorsement:** Please include a minute and/or letter of support from the monthly or quarterly meeting or NEYM committee that will have oversight and care of your project.
4. **Amount of request from Legacy Funds:**  **Total Project budget:**

If this grant is approved, what entity will receive and hold this money? Where should we send the grant payment? NOTE: Legacy cannot issue direct payment to individuals. Grant funds must be overseen by a monthly or quarterly meeting, NEYM committee, or Quaker non-profit organization.

*Contact Legacy if you have questions.*

1. **Project Narrative** (2 pages maximum):

Please describe how your project “supports the ministries of NEYM as defined in the guidelines.”

How will your project be overseen? To whom will it be accountable and for what?

What is(are) the intended outcome(s) of your project? List the events, activities and work plan, together with a timetable for completion.

How will you measure your success in the short term, in the long term?

How will you share your ministry or project with the wider Yearly Meeting?

Is there anything else you would like the Legacy Gift Committee to know?

1. **Budget:** Please attach an itemized budget for how this money will be spent. Will you be receiving money from other funding sources for this project? If so, describe. (see sample budget below).
2. **Brief summary of your project suitable for publication:** Here are two examples:
* **Mattapoisett Monthly Meeting:** to purchase and install a hearing assistance system in their historic meetinghouse so that Friends with hearing impairments may hear God’s message and fully participate in Meeting for Worship and other meeting activities. Grant: $7,000
* **Marian Baker**, **Weare Monthly Meeting, under a travel minute from NEYM**: for her ongoing ministry to empower women of Tanzania and Uganda Yearly Meeting. Marian travels with a team of women pastors from Kenya Yearly Meetings. Together they will teach women to generate local self-sustainability projects, such as tree planting, to generate income and respond to climate change. Grant: $2,000

For other examples, please see the recent grant announcements on NEYM.org/legacy-gift.

**Sample Budget Form** (This is a guideline. We suggest that you use Excel or other spreadsheet application).

|  |  |
| --- | --- |
| **INCOME** |  |
| Legacy Gift Request |  |
| Other Sources of income for your project[[1]](#endnote-1) (list separately) |  |
|  |  |
| **Total Income** | $ |
|  |  |
| **EXPENSES** |  |
| Professional or Consulting Fees[[2]](#endnote-2)  |  |
| Travel  |  |
| Food & Lodging  |  |
| Conference or workshop fees  |  |
| Materials & Supplies |  |
| Released Ministry time (# of hrs. @ rate) |  |
| **Total Expenses**  | $ |

These examples are meant as a guide. Legacy grants are not intended to cover ongoing expenses typically included in operating budgets. Please contact the co-clerks if you have questions about preparing your budget.

Grant recipients will be required to submit annual reports on the progress of funded projects for the duration of the project, and a final report when the project is completed. Any changes to funded projects or ministry that result in a major change in the budget require approval of both the meeting or committee with oversight and the Legacy Committee.

Grantees must submit a final report before applying for another Legacy Grant.

1. Please list all other sources of project income and note if they are committed, pending or will be applied for. [↑](#endnote-ref-1)
2. Energy engineer, architect, traveling minister, other outside expert needed to carry out the project. [↑](#endnote-ref-2)