

Unitarian Universalist Fellowship of San Miguel de Allende Request for Proposals Social Action Funding Awards for 2021

Introduction

Who are we? The Unitarian-Universalist Fellowship of San Miguel de Allende strives to be inclusive of all people and to embrace the diversity of the human community. We affirm and promote participation in all Fellowship activities without regard to racial and cultural identity and background, color, ethnic or national origin, gender identity and expression, sexual or affectional orientation, age, physical and mental health and ability, socioeconomic status, marital status, religious background and belief, or political perspective.

These beliefs align with Article 1 of the Constitution of Mexico, which states: "Any form of discrimination, based on ethnic or national origin, gender, age, disabilities, social status, medical conditions, religion, opinions, sexual orientation, marital status, or any other form, which violates the human dignity or seeks to annul or diminish the rights and freedoms of the people, is prohibited."

These beliefs and practices apply to all aspects of Fellowship life and inform all our decisions, including employment decisions and the calling, installation and retention of our Minister.

The UUFSMA strives, in addition, to promote self-sufficiency, empowerment for self-advocacy, community-generated ideas, health and education focused on the residents of the Municipality of San Miguel de Allende. One way to facilitate this effort is to award annual grants to agencies/organizations to further these goals.

Funding Categories:

1. Program Operations Grants
2. One Time Project Grants

Review, Approval, and Reporting:

- Applicants must email proposals by Friday, 30 October 2020 to UUFSMA Social Action Committee Chair Rebecca Langrall at rlangrall22@gmail.com with a copy to UUFSMA Administrative Assistant Denise Galipeau at denise.uufsma@gmail.com. Proposals should be Word Documents, in English, Calibri, 11 Point.
- UUFSMA Social Action Committee will review applications in November of 2020.
- UUFSMA Board of Directors will review and take action on the Social Action Committee's recommendations in early 2021.
- The UUFSMA Annual Membership Meeting will review and approve the 2021 budget including the funding for the Annual Social Action Funding Awards in March 2021.
- Programs will be notified of final funding decisions no later than April 2021.

- Grant reports will be due on the following schedule:
 - Interim Report: October 30th for the 2020 grant, if NGO was funded for 2020.
 - Final Report: April 1, 2021 for the 2020 grant, if the NGO was funded for 2020.

Proposal requirements:

Cover Sheet (Please number the cover sheet to correspond to the following):

1. Applicant name, address, contact information (phone and email) and contact person.
2. State the grant amount requested along with a brief statement regarding the purpose of the funding.
3. Did the applicant receive grant funding from UUFMSA in 2020? Yes/No If yes, please provide the final or most recent report as an attachment.
4. Does the applicant have a policy for inviting volunteers to work with the organization? If so, what is the policy and who should be contacted?
5. Is the applicant a Registered Asociación Civil? Yes/No. If yes, provide RFC.
6. Does the applicant work within the Municipality of San Miguel for the benefit of disadvantaged and vulnerable populations? Yes/No.
7. Does the applicant have associated foundations, 501(c)(3) organizations, or other associated financially supportive groups under their control? Yes/No. If yes, please provide names and RFC and/or US tax identification number.
8. Can the applicant provide financial statements for itself and the associated groups that are under their control listed in No.7 above? Yes/No
9. Can the applicant provide electronic receipts/facturas (recibo fiscal electrónico) Yes/No
10. Can the applicant provide a final report and informal interim reports on request on the programs funded Yes/No
11. If an award is made, please state how payment checks are to be written and to whom and where they are to be delivered.

Grant Proposal (Please number submission to correspond to the following):

1. Briefly state the mission of the applicant.
2. Financial disclosure: Provide (as an attachment) the most recent annual financial statements (Statement of Financial Activities and Statement of Financial Position) for applicant and associated organizations listed in No. 7 on the Cover Sheet. [Note if applicant fiscal year differs from the calendar year, please indicate the dates of the fiscal year and submit the most recent fiscal year financial statements.]
3. Briefly state the objective of the proposed funding.
4. Provide a schedule and budget for the activity proposed for funding.

5. Provide a description of the proposed activity including the following and such other information that the applicant believes to be relevant to review of the proposed activity: (2000 words maximum):
 - a. Demographic served by the proposed activity.
 - b. Expected benefits that will result from the proposed activity.
 - c. Quantitative outcomes from the proposed activity; for example, number of people to be served, training which may take place, number and type of scholarships which may be provided, items to be purchased, etc.
 - d. Number of staff that may be hired, nationality of staff to be hired, and brief job descriptions for each staff person.
 - e. Identify any cooperating or assisting NGOs and provide a brief description of the role of each in implementing the proposed activity.
 - f. Provide a statement on how the proposed activity will be supervised including how the funds will be administered and accounted for.
 - g. Identify what precautions will be taken to ensure any items purchased by grant funds will be used for the intended purpose and will be secure/protected from theft or misuse.
6. Provide (as an attachment) the names of the applicant board of directors and brief bios, including nationality and board tenure. If the proposed activity has a separate board of directors, provide the requested board member information for both the proposed activity and parent organization.
7. Provide (as an attachment) the applicant's most recent annual report.

In closing, we appreciate your attention to the details of this request for proposals and would like to call your attention to our opening statement by asking this question of your organization:

Have you considered the extent to which your organization strives to be inclusive of others, without regard to racial and cultural identity and background, color, ethnic or national origin, gender identity and expression, sexual or affectional orientation, age, physical and mental health and ability, socioeconomic status, marital status, religious background and belief, or political perspective?

Thank you.