



ENDOWMENT REQUEST FORM

INTRODUCTION & INSTRUCTIONS

This form was developed as a program planning tool by the Endowment Committee to simplify the grantseeking process. Please e-mail the Endowment Committee to obtain specific guidelines for your particular application. **Do not submit this application without this contact.** Please forward the completed form to the Board of Trustees. Applications will only be considered by the Endowment Committee upon request of the Board of Trustees.

A. General Information (This document contains expandable form fields.) **Today's date: 1/1/16**

Please answer all questions on this page; do not refer to attachments.

1. [TBD] Lecture Series
Name of Group
2. Denise Davidoff
Contact person for this application
- 203-838-3818
Telephone
- davidoff.denise@yahoo.com
Email
3. Principal purposes and services of your group: Lecture series
4. Specific purpose for which funds are requested. Is this a new program? Yes No
Dr. Diana Eck lecture on Sunday, May 8, 2016
5. Amount requested: \$5,000; Period of time in which funds will be spent: from April 2016 to June 2016.

B. Purpose of this grant:

1. Project Background/ enhancement opportunity or emergency to be addressed - Marion and Joe Wertheim stipulated that a portion of their gift to the endowment be used for an inspiring speaker series sponsored by the church. Bringing in high caliber speakers with national reputations would enhance the church's ministry and provide a boost for the church's presence in the community.
2. Description of project goals for which funds are being requested – The goal for this project is to initiate a speaker series over 18 months by hosting the first of three lectures. The lectures would likely be held at the church. There is also a group in our church interested in enhancing our interfaith understanding and reaching out to the greater community with that understanding. This speaker series would support this initiative but not provide any monetary support. In addition, future lectures would expect to be of similar cost to the Dr. Eck lecture and specific grant requests would be made for each lecture.
3. Project description, including activities, timeframe, number served and frequency - Denny Davidoff, at Reverend John's suggestion, has asked Dr. Diane Eck, if she could come to TUCW and deliver a talk on her field of specialty and interfaith understanding. Dr. Eck is a highly regarded scholar of religious studies who is Professor of Comparative Religion and Indian Studies at Harvard University and the Director of The Pluralism Project at Harvard http://www.pluralism.org/about/eck_cv.php. Dr. Eck has agreed on the date of Sunday, May 8th. It is anticipated that the lecture would be late in the afternoon. The group would host Dr. Eck for dinner afterward.
4. Description of how you plan to evaluate the success of the project, including outcomes and results – We would evaluate the success via the attendance (with a goal of filling 80% of sanctuary seats) and the ratio of congregants versus general public attending. Anecdotally, supporting church member recruitment and the adult education program would be indications of success.
5. Discuss any similar projects in the past and how this project will be different – The church did three lectures in the 2006-7 timeframe. The speakers included Bill Schulz, the Executive Director of Amnesty International. Each

lecture had a budget of \$5K as an honorarium to the speaker's organization. The size of the audience varied. For this project, social media will be used extensively and Doug Davidoff will coordinate all advertising to increase the audience size.

6. List of key individuals involved in the project – Denny Davidoff (project coordination), Reverend John, Doug Davidoff (advertising and communications), Dorothy Adams (operations).
7. Long-term strategies for funding this project beyond the grant period – there will be no operating budget support for the Lecture series. This grant request covers only the cost of the Dr. Eck lecture.

C. Budget/Financial Information

1. Budget for this grant request showing income and expenses –

Income		\$ -
Expense		
<u>Dr. Eck's travel and lodging:</u>		
AMTRAK Business Class tickets \$82.85 each way		\$ 165.70
Transportation to/from South Street Station, Boston		100.00
Meals on train		60.00
Hotel in Westport May 7 and 8		360.00
Dinner hosted by Rev. John May 8		475.00
Advertising and promotion		1,000.00
Honorarium		2,500.00
Miscellaneous		300.00
Total		\$ 4,960.70

2. Listing of other funding sources solicited for this request – No other funding sources are contemplated. The event will be free of charge.
3. Summary of commitments toward financial best practices – Dorothy Adams will handle all disbursements. If this event will be held outside the church, the group will provide competitive pricing information on venue costs. After the completion of the event, the group will provide a short summary including attendance information and expenses to the Board of Trustees and the Endowment Committee.
4. Please attach any supporting materials (For Building and Grounds requests, please include a drawing of the project and any proposed contracts including construction management. For general projects, please include any complete bids for larger expenses as required by the TUCW Financial Policy.) – N/A.