

# HOW 2018 Project Application Form

Our church's Healing Our World (HOW, a subcommittee of SRC) projects have built an impressive record over the past nine years. This congregation has supported 24 projects – projects that have educated, protected, fed, employed and nurtured needy children and adults.

A HOW project always begins the same way - with an idea from you. Please think of a way we can join together to make a difference in some corner of the world – then fill out this form and email it to [HOW@victoriaunitarian.ca](mailto:HOW@victoriaunitarian.ca) by Feb. 05, 2018. Our thanks for keeping HOW healing.

Here are the HOW Committee's criteria when it assesses proposed projects:

- The project will apply U-U principles to solve local, national or international problems.
- The project will involve an initiative that is new, has not before been considered by the congregation and will have one clearly defined goal.
- The proposal must be for a registered Canadian charity or affiliated with an organization which has Canadian registered charitable status.
- The application form must be complete and submitted by the date noted above.
- The proposal must be put forward by a member or friend of our congregation. To encourage wide participation, three years must elapse between proposals from an applicant/household.
- A report on the project must be submitted within a year of being funded.



Date: \_\_\_\_\_

Your name – (feel free to form partnerships): \_\_\_\_\_

\_\_\_\_\_

Name of charity: \_\_\_\_\_

Charitable number: \_\_\_\_\_

Website address of the organization: \_\_\_\_\_

Your relationship to this organization: \_\_\_\_\_

Project Location: \_\_\_\_\_

How much money is needed: \_\_\_\_\_

1. What is the cost of the entire project: \_\_\_\_\_

2. Please include a brief budget to show how the money will be spent: \_\_\_\_\_

\_\_\_\_\_

3. To whom will the cheque be made payable? If it is an individual, what is their relationship to the organization?

\_\_\_\_\_

4. Timeline for your project, including termination date: \_\_\_\_\_

Even if your project is selected by the congregation, the HOW Project cannot guarantee the funds will be raised or the timeline in which any funds are raised. Fundraising for the HOW Project runs from March-August. The projects selected are paid in the order of voting as the funds become available.

Description One: In two sentences describe what this project will accomplish.

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Description Two: Expand your project information, including background or other information.

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Your role: \_\_\_\_\_

If your project is put before the congregation, we will need your help to make it happen. You will need to:

1. Produce a poster on poster board we will provide, outlining your proposal. This poster will be displayed on voting Sundays and other times during the year. Voting normally takes place in March. You will need to be in attendance on the two voting Sundays to answer questions about your project.
2. Provide an information sheet (slightly less than one standard page in size 12 font and a photograph) about your project. This information will be used to produce an information booklet for the congregation.
3. Participate in the planning and implementation of HOW fundraising and awareness events.
4. Provide information as requested, about your project to assist in advertising for fundraising.

Other information:

Our aim is to fund 1 or 2 projects, preferably each under \$5,000.

APPLICANTS ARE ADVISED TO CHECK THEIR EMAIL DAILY FOR 10 DAYS AFTER THE APPLICATION DEADLINE IN CASE OF URGENT COMMUNICATION FROM THE COMMITTEE.  
Applicants are advised to read the HOW SELECTION PROCESS given on website.