Requirements for Projects Supported by the Jubilee Fund:

- Each project must have the initial support and engagement of at least 3 Peace Church members.
- Each project must be implemented in cooperation with a group or entity that is outside of Peace Church. (Examples are: CHUM, our sister congregations in the Philippines, Witness for Peace, the Clayton Jackson McGhie Memorial Committee). Priority partners are those that are organized as a nonprofit, with a 501(c) (3) status, or have a fiscal agent that is a 501 (c) (3). Exceptions may be made by the Jubilee Fund review committee for groups that are not formally organized as nonprofits, after a review of organizational governance and financial management capacity.
- Each project should seek to educate and engage members of the congregation through activities such as: Adult Forums, presentations during worship, volunteer opportunities, special events, newsletter and/or website articles.
- All projects will be required to report back on their progress and accomplishments as part of the church's annual program report in June
- At least one grant/year will be awarded to a project including Peace Church youth.
- All Jubilee fund grants need to be used within 12 months of award.
- In general, grants are anticipated to be in the range of $500 - $5,000 though special consideration can be given to requests outside of that range. Grants will be awarded throughout the year, as applications come in.
  The Jubilee Fund will start at the beginning of the 2009-2010 church program year, on July 1, 2009.
- All Jubilee fund expenditures will require documentation of actual expenses. Upon request by the Review Committee or Coordinating Council, applicants and partner organizations must agree to participate in a more thorough review of actual project expenses and disbursements.

Application Process

A brief application form will need to be completed. Questions will include:

- Peace Church Person/Group responsible for the application and project
- Partner organization(s)
- Project goals and specific activities
- Project timeframe
- Plans for engaging Peace Church members and friends in the project or issue
- Project budget

A Jubilee Fund Review Committee will be formed to review applications as they are received, and to make recommendations for approval to the Coordinating Council. Recommended size of the Committee is five of whom not more than two shall be sitting members of the Coordinating Council. Applications will be reviewed as they are received based on the ability of the Jubilee Fund Review committee to meet. The Review Committee will make a recommendation to the Coordinating Council by the first of the month before the next Council meeting. The Coordinating Council will then vote on the proposal at their next meeting.

The Review Committee shall be responsible for making sure progress reports are submitted by the appropriate deadline for inclusion in the Church's annual program report in June and featured on the Peace Church web site.

Members of the Jubilee Fund Review Committee can be part of a group that brings forward an application, but they must recuse themselves from reviewing and making a recommendation regarding the application. As needed, the Review Committee may request an in-person meeting with the applicant(s) to get further information on the proposed project.