

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
- 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.
- 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

1. A Fund Oversight Committee will be formed to oversee use of the Jubilee Fund. This committee, appointed by the Coordinating Council, shall consist of a minimum of five members of Peace Church, and shall include two past or current Coordinating Council members, two active members of the Acting for Justice teams, and one staff or lay member involved with youth ministries. The Coordinating Council will annually review its membership.
2. The Fund Oversight Committee (FOC) will meet as needed to address requests for such funds throughout the year. They will be responsible to receive and review applications for the funds. The FOC will follow the guidelines established for the fund when reviewing applications and for making recommendations for the disbursement of monies from said funds. Recommendations for the disbursement of monies will be presented to the Coordinating Council at a regular council meeting for approval. While the FOC reviews applications and recommends disbursement of funds, the

Coordinating Council serves as the decision-making body for all disbursements. A member of the current FOC will request payment of grants using the Peace Church voucher system and deliver them to Peace Church Treasurer for authorization once funds are approved for disbursement.

3. The Fund Oversight 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. They shall also submit updates to the Church office so that recent Jubilee Fund projects are added to the website.