



UUA GENERAL ASSEMBLY

25 BEACON STREET
BOSTON, MA 02108
gaoffice@uua.org ☎ (617) 948-4209



APPLICATION FOR PLANNING COMMITTEE SPONSORSHIP AND FUNDING OF PROGRAMS AT GA 2004 LONG BEACH, CA

The GA Planning Committee will sponsor up to fifteen programs at the General Assembly in Long Beach, CA, June 24 - 28, 2004. Ten of the fifteen programs selected will receive funding up to \$500.

DEADLINE: Applications must be received at the UUA by October 15, 2003 at 5:00 p.m. Eastern Standard Time. Late applications will not be considered.

WHO SHOULD APPLY? The Planning Committee will award sponsorship to UU Congregations and/or individual UUs that would otherwise not be eligible to sponsor GA programming. UUA Staff and Associate Member, Independent Affiliate or Related Organizations can sponsor their own GA events and are therefore ineligible for Planning Committee sponsorship.

WHAT KINDS OF PROGRAMS ARE LIKELY TO BE SPONSORED? The GA Planning Committee is looking for significant, innovative programs that will appeal to many UUs attending GA. Lectures, presentations, performances and workshops will be considered. Original ideas are especially welcome.

INSTRUCTIONS: All applications must include a Cover Sheet, Narrative, and Other Supporting Material. Please submit one copy of all materials. **Do not staple or enclose in presentation folders.** Incomplete or "over-long" applications may not be considered. Please be accurate and concise.

COVER SHEET with the following information:

- Ø Congregation name
- Ø Contact person
- Ø Address
- Ø Daytime phone number, fax and e-mail
- Ø How much funding is requested, if any (maximum \$500)
- Ø Total Program Budget (if requesting funding)
- Ø Proposed Program Title
- Ø Summary of proposed program (50 - 75 words)

NARRATIVE (Maximum two pages)

1. Describe the individual(s) planning this proposed program.

- Ø Include information about your experience/expertise with the topic of your proposed program.
- Ø Briefly describe your congregations' history and/or your major accomplishments.
- Ø Describe previously presented programming, especially at GA.

2. Describe your request.

- Ø What are your goals and objectives? What is your timeline?
- Ø To whom specifically is this proposed program directed?
- Ø Who will be involved in carrying out the plans outlined in this request?
- Ø Include a brief paragraph summarizing the qualifications of the key individuals involved.

3. Finances (Submit this information only if applying for funding.)

- Ø What is the budget for this proposed program?
- Ø List other funding sources for this proposed program.

OTHER SUPPORTING MATERIAL

- Ø Letters of support/commitment (up to three) for this proposed program.
- Ø Other material(s) which may be helpful in justifying the selection of this proposal.

SEND ALL MATERIALS TO: GA Planning Committee, UUA, 25 Beacon Street, Boston, MA 02108; fax (617-725-4979). Direct questions about the application process to the General Assembly Office gaoffice@uua.org or 617-948-4209.