

Ruth Waskey Fund

Established August 9, 2009, to administer a bequest from member Ruth Waskey

Committees and other groups within the Meeting are invited to propose projects for support by the Waskey Fund. Applicants should submit a written proposal to the Finance Committee, which will advise on whether the proposal meets the Fund's guidelines. Applicants should then present the proposal to Meeting for Worship for Business and ask for approval of the grant.

Guidelines from Finance Committee for Preparing Waskey Fund Proposals

January, 2010

- State clearly the intended use for the funds.
- State clearly how the project relates to Boulder Meeting. (Is proposal related to our "mission"? Is it relevant to our community? Is it in alignment with our Testimonies?)
- Define your criteria for a successful project.
- Tell us how you plan to track your project's success and how you will let the Meeting know about the progress of your project.
- Date the project is expected to begin.
- Date the project is expected to be completed.
- Provide a clear budget including the total requested and a breakdown of the expected costs:
 - If there are quotes or estimates, please provide this supporting information.
 - If another group will fund part of the total budget for the project, indicate how the cost will be split.
 - If additional funds will be raised for the project through fundraisers, etc., please indicate the expected amount to be raised.

Reporting Requirements

Upon completion of the project (or within one year after receiving the grant if the project takes longer than a year), the grant recipients should submit a brief written report to the Clerk of the Meeting describing the project and its outcomes. The report should include a listing of the project's expenditures and any outside income. The Clerk will pass the report on to the Finance Committee to be retained in the Meeting's financial records.

Approved: August 9, 2009

Reporting requirements added by Finance Committee January 15, 2013

Responsible Group: Finance Committee