



## Loaves & Fishes Fund Policy and Procedures

**PREAMBLE:** Unity Worldwide Ministries' (UWM) [Loaves & Fishes Fund](#) was created in March 2020 as a way to respond to the financial effects of the COVID-19 coronavirus pandemic on our Unity communities. The project began when UWM's South Central Region made a donation of \$20,000 and the UWM Board of Trustees agreed to match this donation and any other donations from the regions up to a total of \$100,000. In the event that donations from the regions do not total \$100,000, UWM will still donate a total of \$100,000 to the Loaves & Fishes Fund. The Loaves & Fishes Fund is the second UWM project that makes money available to member churches. The other project is the [HUG \(Help Unity Grow\) Fund](#), which makes loans and grants available to Unity church activities that expand and grow the Unity movement. The HUG Fund is barred from providing funds for operating expenses.

### 1.0 PURPOSE OF THE LOAVES & FISHES FUND

- 1.1 The purpose of the Loaves & Fishes Fund is to “feed the hungry” by providing financial assistance to Unity ministries in the form of outright grants with no expectation of repayment, specifically for operating expenses in situations where there is a temporary shortfall due to circumstances outside the control of the ministry.

### 2.0 QUALIFICATION REQUIREMENTS

- 2.1 The requesting organization must be one of the following, in good standing: A UWM-approved Full Status Ministry, Expansion Ministry (Evolving Ministry), or Alternative Ministry.
- 2.2 The requesting organization must have filed their [Annual Ministry Report](#).
- 2.3 The requesting organization must be led by a recognized leader. This includes ordained Unity ministers, licensed Unity teachers (LUTs), spiritual leaders with special dispensation, a UWM-approved spiritual advisor or minister of record.

### 3.0 HOW THE LOAVES & FISHES FUND CAN BE USED

- 3.1 Grants from the Loaves & Fishes Fund can only be used for the general operating expenses shown as such on the books of the organization, to include, but not be limited to, rent, utilities, salaries, advertising, supplies, insurance, and accounting. Applicants for grants from the fund must provide a budget for how the funds will be used.

### 4.0 HOW MUCH CAN BE REQUESTED FROM THE LOAVES & FISHES FUND

- 4.1 The maximum reward to any spiritual center is \$2,000 per disbursement. This amount is subject to change at the discretion of the UWM Board of Trustees.

### 5.0 CAPITALIZATION OF THE LOAVES & FISHES FUND

- 5.1 Funds for the Loaves & Fishes Fund will come from donations and grants from individuals and groups.

### 6.0 SUBMITTAL PROCESS

- 6.1 Any organization seeking to apply for a grant from the Loaves & Fishes Fund will do the following:

- 6.1.1** Ensure that they meet the requirements as laid out in section 2.0
- 6.1.2** Have a current annual report on file with UWM
- 6.1.3** Submit a Loaves & Fishes Fund Grant Request Form to the Loaves & Fishes Advisory Team showing the following:
  - 6.1.3.1** A short description of how much money is needed and why
  - 6.1.3.2** The actions being taken by the applicant to address future shortfalls
  - 6.1.3.3** A current Statement of Financial Position and/or Balance Sheet
  - 6.1.3.4** The last two years of the applicant's Statement of Income and Expenses

## **7.0 LOAVES & FISHES FUND OVERSIGHT**

- 7.1** The Loaves & Fishes Fund will be managed by the Loaves & Fishes Advisory Team.
  - 7.1.1** The Loaves & Fishes Fund Advisory Team will be comprised of the current Unity Worldwide Ministries chief financial officer, a UWM board chair emeritus, and two other membership representatives selected by the UWM Board Chair.
  - 7.1.2** The fund advisory team will develop application and award procedures and will recommend to the board how to dispose of any funds remaining after the impact of the coronavirus pandemic has passed.
  - 7.1.3** The initial Loaves & Fishes Advisory Team will consist of Christopher Ashe (Chair), Tim Alderman, and Celia Holman.

## **8.0 SUBMISSION REVIEW**

- 8.1** The following criteria will be used to analyze any grant applications to the Loaves & Fishes Fund:
  - 8.1.1** The applicant meets the requirements outlined in Section 2.0
  - 8.1.2** A current annual report on file with UWM
  - 8.1.3** The commitment of the credentialed leader, board of trustees, and the congregation to addressing future shortfalls.
  - 8.1.4** The Advisory Team's belief that the applicant has implemented actions to remedy the shortfall going forward
  - 8.1.5** Any other documentation the Loaves & Fishes Advisory Team deems necessary

## **9.0 APPROVAL**

- 9.1** Upon completion of the review process, the Loaves & Fishes Advisory Team will submit the following in writing to the Unity Worldwide Ministries board of trustees:
  - 9.1.1** Notification of approval or disapproval of the application
  - 9.1.2** The Advisory Team's reasons for approval or disapproval
- 9.2** Upon receiving the report from the Loaves & Fishes Advisory Team, the UWM board of trustees will review the submission for final approval at their next regularly scheduled meeting.
  - 9.2.1** After the UWM board has made a decision, the UWM chief financial officer will contact the applicant to inform them of the final decision.
  - 9.2.2** If a decision is made to issue the grant, the UWM chief financial officer will arrange for an appropriate funds transfer to the applicant.

## **10.0 REPORTING**

- 10.1** A final report summarizing the utilization of the grant shall be submitted no later than one year after the grant is funded.