First Unitarian Church of Dallas congregants may nominate a nonprofit for consideration to receive a First Sunday Plate Collection. First Sunday Plate Collections are intended to support the missions of our individual congregants; be consistent with the values and mission of our church; inform our congregation about the needs of local, national and international communications and the organizations that address these needs; and encourage our congregation to give to worthwhile organizations.

The volunteers who oversee this important program need your help to ensure that each nominated organization receives a fair, thorough and informed review.

Before submitting a nomination, congregants should read these First Sunday Collection Nomination Guidelines as well as the Nominator responsibilities when a nonprofit is selected. If you believe your organization is eligible for consideration, please complete this form and submit all required documentation. Please do not include any other materials with your nomination.

Nominators collect all documentation, coordinate with the nonprofit, and manage the submission of the nomination throughout the entire selection process.

If a nomination is selected the nominator becomes the coordinator and liaison with the nonprofit throughout the entire process.

Documentation to be submitted with the completed and signed nomination form:

A. Signed certification by the nonprofit’s CEO/Executive Director that all information submitted is true and accurate.
B. A copy of the organization’s most recent IRS letter documenting its 501(c)(3) status.
C. Copies of the nonprofit’s financial reports, 1) Statement of Financial Position (Balance Sheet) and 2) Statement of Activities (Statement of Support, Revenue and Expenses or Income Statement) for the designated 12 month period as follows:
   i. Financial reports from January 1, 2019 through December 31, 2019 if you are submitting a nomination for the July – Dec 2020 cycle. (deadline April 1st)
   ii. Financial reports from July 1, 2019 through June 30, 2020 if you are submitting a nomination for the Jan – June 2021 cycle. (deadline October 1st)
D. Copies of executed IRS Form 990s for the organization’s most recent fiscal year end and the two previous fiscal years OR, if your organization is not required to file an IRS Form 990:
   i. A detailed description of the exemption from the IRS 990 filing requirement.
   ii. List of the Board of Directors.
   iii. Financial statements for the most recently completed fiscal year.
      Audited Financial Statements
      Unaudited Financial Statements (if audited statements are not available).
      *This includes: Statement of Financial Position (Balance Sheet) and Statement of Activities (Statement of Support, Revenue and Expenses or Income Statement)*
E. A list of institutional financial supporters. *Identify any institutional donors that have already vetted the organization through a process that would reveal significant financial or management flaws.*
CERTIFICATION OF CEO/EXECUTIVE DIRECTOR

I hereby certify that all information provided in this application is true and accurate.

_______________________________
Name of Organization

_______________________________
CEO/Executive Director Name   PRINT

_______________________________
CEO/Executive Director Signature   Date
Dear First Unitarian Church of Dallas Congregant,

Thank you for your interest in nominating an organization for a First Unitarian Church of Dallas First Sunday Collection. The following First Sunday Nomination Guidelines will help you determine your organization’s eligibility:

• The nominated organization should support the missions of our individual congregants;
• It must be a local, state, national or international 501(c)(3) organization.
• The organization’s mission, operations and activities must be consistent with the values and mission of our church.
• If the organization is selected to receive a First Sunday Collection, you, as nominator, then take on the role of coordinator which includes responsibility to:
  o Prepare promotional copy for the Dallas Unitarian and post information on the bulletin board in Channing Hall.
  o Provide a representative from the organization to answer questions from the ministers at both services on the Sunday designated for the collection.
  o Provide feedback to the Committee Chair about how the collection funds were used.

I understand these guidelines for my organization’s eligibility and agree to these terms.

Nominator’s signature ___________________________ Date ________________

Next application deadline to be determined.

Electronic submissions are preferred. Email your completed submission (nomination form and all documentation) to firstsunday@dallasuu.org, and label each attachment with the name of your organization and the letter listed (A, B, etc.) for each required item of documentation. Hard copy submissions can be dropped off at the Church Office or mailed to First Unitarian Church of Dallas, Attn: First Sunday Nominations, 4015 Normandy Avenue, Dallas, Texas 75205. If you do not receive an acknowledgement of receipt of your application within one week, please contact the Committee Chair, Fran Eichorst at: franeichorst@aol.com

PLEASE PRINT YOUR INFORMATION

Name ________________________________________

Phone ___________________________ email ___________________________

Address _______________________________________________________

City ___________________________ State ________ Zip ________________
PLEASE PRINT YOUR ORGANIZATION’S INFORMATION

Organization Nominated

Address

City __________________________ State ___________ Zip _________________

Website __________________________________________________________________

Fiscal year of non-profit (beginning date and month; ending date and month)
____________________________________________________________________________

Contact person within the organization ____________________________________________

Contact person’s phone _________________________________________________________

Contact person’s email address _________________________________________________

What is this organization’s mission or purpose and how is it consistent with our UU Principles?

Provide examples of what they do to achieve this:

Describe the population they serve:
Describe the *specific* impact that our funding would have on either this organization’s general operations or a special project. If it will impact a special project, please provide details.

Are there any timing issues that the First Sunday Collection Committee should consider?

Describe your and other church members’ involvement with this organization (e.g., volunteer, Board member, employee, financial supporter, etc.). Please provide details.

Provide names of other church members or groups that support this nomination

If your organization is selected, please indicate to whom we should send the check and that contact’s address. Please note that we strive to distribute funds approximately 65 days after the First Sunday Collection.

Organization’s contact to be sent the check ________________________________

Title ________________________________

Address ________________________________________________________________

City __________________ State ______________ Zip ________________

If your organization is not selected for the next collection cycle, would you like it to be considered for the one that follows? Yes No