

PROPOSAL
APPLICATION FOR CHALICE LIGHTERS GRANT
FOR BUILDING RENOVATION
Unitarian Universalist Fellowship of Salisbury

Chalice Lighters Grant

The UUA has a program in place in every District called the Chalice Lighters. These are people in the area who pledge to donate \$20 to each call from the program. Each Fellowship is entitled to apply for a Chalice Lighters Grant, which in JPD, can amount to about \$20,000.

It is proposed that the UUFS apply for a Chalice Lighters Grant for Major Building Renovation.

PROPOSED BUILDING RENOVATION PROJECTS:

Our Fellowship building is in need of some major work. Three work areas have been identified: Replacing heating / air conditioning systems, Replacing the ceiling/lighting in the main room, and Renovating / Expanding the Kitchen area.

1. Replacement of Heating / Air Conditioning System

Our existing system is an inefficient boiler/hot water baseboard system, with window air conditioners. This system is expensive to maintain and does not work well, especially the AC units, which are noisy and do not completely cool the main room down during the summer.

This will be replaced with a gas/electric hot air heating /central air conditioning unit, with new ductwork. We have gas already in place. The unit will be placed in the cellar of the old part. Duct work will be installed running up along the chimney chase to the second floor, and then to the attic of the main building, where it will split into two runs across the main room, and supply the meeting rooms. Ducts will also be run for the first and second floors of the old building. The system would be set up with “zones” so that areas can be heated/cooled without having to cool the entire building.

The duct work will slightly reduce the size of the closet by the stairs on the first floor, and the closet in the classroom upstairs. Rough Cost Estimate is \$ 30,000.

2. Replacement of Ceiling/Lighting in Main Room

The existing ceiling and lighting in the main meeting room is in great need of repair/replacement. The light fixtures are failing and ceiling tiles are peeling off. It give a very poor look to the main place our visitors and members meet, and gives a negative impression of the Fellowship.

What is proposed is a major reworking of the ceiling. The ceiling will be re-engineered to form a tray ceiling, with the 12 foot middle section raised 2-3 or more feet. (This is the area roughly between the two existing rows of lights). We can't raise the entire ceiling without having to rebuild the entire roof system. The existing ceiling tiles will be removed and replaced with a slightly suspended ceiling using 2X4 tiles. The existing lights will be removed, and replaced with

either spot lights in “cans” in the ceiling, or florescent lights behind diffuser panels flush with the new ceiling. Another set of lights will be installed in the new tray ceiling. These can be spots or they can be a series of ceiling fans (or chandeliers). The central lights can be set of a dimmer system as well.

To make this new ceiling “work”, the orientation of the room will be shifted, with the altar/lectern moved to the end wall (where the Choir is now), with the Choir shifted to the corner and along the outside wall. This new orientation will make it easier to seat latecomers and may increase seating in the room. It will give the room a more sanctuary feel.

Rough Cost estimate of doing this work will be about \$ 25,500

3. Renovating / Expanding the Kitchen.

The present kitchen in the Fellowship is a holdover from when the facility was a private home, prior to the addition of the meeting room and subsequent membership growth. It is galley style and not workable by more than 1 or 2 people. It also is poorly designed and in need of a dishwasher and better storage. The area behind the kitchen wall is a closet used for cleaning supplies and an old non-functional bathroom.

It is proposed that the kitchen be expanded into the closet/bathroom space, with some of the bathroom space be converted into a janitors closet. The expanded kitchen would be about 13 ft X 13 ft (a 50% increase in space). A kitchen designer would be brought in to modify the existing layout for better efficiency. A dishwasher, new sink, possibly new stove would be added. New cabinets will be added, including a full height pantry closet and a pass-through window into the Social Room. The expanded floor space will enable several people to work together to prepare food and clean up.

Rough Cost Estimate of doing this work will be about \$ 20,000

PLUS ADMIN COSTS - ESTIMATED AT \$5,500

TOTAL PROJECT COSTS – ESTIMATED AT \$80,000

FINANCING THE PROPOSED PROJECTS

As pointed out, the proposed work has a rough estimated cost of about \$ 70,000 to \$100,000. We can apply for a Chalice Lighters grant for a maximum 20% of the estimated cost, with an estimated grant of about \$20,000.

So, how to we cover the rest.

1. Sweat Equity – Members can reduce the cost of the project by supplying work, doing such things as demolition. Specifically, tearing out the closet/bathroom behind the kitchen, and removing the ceiling in the meeting room. We can possibly use members to

rehang the new ceiling in the meeting room, and build the tray ceiling system. This could amount to about \$10,000 in reduced costs.

2. New Capital Campaign – The Fellowship can quickly launch a new Capital Campaign to raise about \$40-50,000, similar to the “Into The Future” campaign we did a few years ago. This would probably pay out over a 3 year period, so the progress may be slower than desired. The Chalice Lighters Grant Period can be multi-year.
3. New Equity Line of Credit – The Fellowship has paid off the mortgage and has substantial equity in the property. Equity lines of credit are mortgages but with faster pay-offs. Right now they are available at interest rates of about 4.5%. The loan would be for the cash cost of the project, with charges added as needed, rather than lump sum. We would probably need to have a capital campaign as well, with the proceeds used to pay off the Equity Line of Credit.

APPLYING FOR A CHALICE LIGHTERS GRANT

In order to apply for a Chalice Lighters Grant, we need to show certain milestones. First, we must have an Updated Long Range Plan. The update must be formally approved by the Board. The plan must show a 5 year budget, showing anticipated growth and how the congregation will fund this project.

Second, UUFS has to be a “Fair Share” congregation to the UUA and JP District (which we are). We must also include what is our average pledge and growth over time.

Third, we must show we have the ability to pay for the project. We must “include the results of a Capital Campaign or any other sources of financing available to the congregation.”

Fourth, we must include our “current and planned programs on anti-racism, anti-oppression and multiculturalism.” We fit well in this category already, but our efforts need to be documented.

We must designate a “Project Manager.” The Manager will produce an annual grant implementation report showing the results of the project on memberships, attendance and growth. This person is not necessarily the person overseeing the proposed construction work.

TIMING OF APPLICATION

A formal “Intent to Apply” must be submitted to JPD by June 1. The full application must be submitted by August 1, with the Program Board making a decision by the end of September. The payment should be a lump sum amount by the end of the year.

DECISION POINTS FOR THE BOARD

1. Should we develop plans for the renovations outlined in this proposal? All 3?
2. Should we apply for a Chalice Lighter Grant?
3. Should we update our 5 year plan?
4. Should we develop a Capital Campaign, and explore an Equity Line of Credit?