

Background to the Lancaster Meeting Leadings Fund (LMLF)

The LMLF is financed by an annuity from the Milner Family, called the Milner Fund, and is administered by the Milner Fund Committee.

This document:

- Reviews some of the work done by the Milner Fund Discernment Committee
- Contains the process the Milner Fund Committee, constituted after the Milner Fund Discernment Committee was laid down, arrived at to administer the LMLF
- Was presented for review prior to consideration at meeting for business on 10/12/2003

At the conclusion of the Milner Fund Discernment Committee work, it was clear that the Lancaster Monthly Meeting wished:

- The establishment of the Milner Fund Committee to administer the fund with the concurrence of the meeting for business.
- The Milner Fund not be used for routine operating expenses.
- That 25% of the Milner family's gift received yearly be invested for future needs
- That 75% of the Milner Fund received yearly be available to support:
 - Leadings (The Lancaster Meeting Leading Fund)
 - Wise stewardship of the monthly meeting building and land
 - Caring and support of the monthly meeting community, referred to as benevolences

Note: It was also clear that money set aside each year for leadings, stewardship, and benevolences, but not spent, is to be reinvested to support future leadings, stewardship, and benevolences.

This document contains only the process the Milner Fund Committee arrived at to administer the LMLF.

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Steps for Seasoning Leadings Prior to Applying to Lancaster Meeting Leadings Fund (LMLF)

A Leading can be described as a call to action around an issue of identified need or concern. The areas can include:

- Peace and Social Justice
- The Spiritual Nurture of Our Meeting Community
- Encouragement/Education of our Children and Youth
- Outreach or Action related to Quaker testimonies

Note: Leadings undertaken should benefit the wider community. LMLF is not intended to further individual education, knowledge, or expertise in specialized or individual areas of concern unless such expansion directly and immediately benefits a specific group or segment of society. Other meeting and/or Philadelphia Yearly Meeting funds are designated for scholarship and/or self development.

Support to season leadings may be available from the Lancaster Monthly Meeting community. Support can come in a variety of forms including:

- Meeting with a small support group to help season, examine, and clarify the idea, proposed actions, and intention both before application to LMLF and in the action/implementation phase
- A clearness committee to help in the process of discernment for the leading
- Receiving the encouragement and involvement of a Meeting committee both in the application and implementation phases

The group process is a part of building unity and corporate nurture of the leading and proposed action. The Milner Fund Committee can provide help in establishing this group support and may recommend this process to prospective applicants prior to action on their written request; see page 2 (“Application Process to the Lancaster Meeting Leadings Fund”).

The purpose of the process may include: clarifying goals and outcomes, discerning the promptings of the spirit, providing an opportunity to season an idea, nurturing the translation of an idea/leading into action, sharing the weight of the leading, and providing encouragement and suggestions.

This small group or committee may also serve as an ongoing care committee during the implementation phase.

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Application Process to the Lancaster Meeting Leadings Fund (LMLF)

Applicants to the LMLF are expected to submit written answers to the questions below. The request should be submitted after a leading/seasoning process has been completed (see page 19, “Steps for Seasoning Leadings Prior to Applying to Lancaster Meeting Leadings Fund”) and shall be submitted at least one month before a project is begun. The LMLF does not fund projects retroactively. It should be understood by all parties that a careful, thoughtful and thorough application review may take time and that a rapid response to a request for funds should not be expected.

1. Basis of Leading. What event or series of events brought you to this point?

2. Seasoning. What means have you used to season your leading, e.g. clearness committees, community organizations or agencies, research?

3. Vision. What do you want to accomplish? How do you hope to accomplish it? Who or what is your target population? What benefit to society do you envision?

4. Plan. What resources will be needed, such as financial, personnel, equipment, and supplies? Are there other funding sources? Have they been approached and what was their response? How long will the project take?

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Lancaster Meeting Leadings Fund (LMLF) – Guidelines for Considering Applications

The Milner Fund Committee shall meet quarterly or as called to review applications to the LMLF. These criteria should be considered:

- How was the applicant led to the decision to apply for funds?
- How was the leading inspired?
- How has the leading been seasoned?
- Will the leading support:
 - Peace and social justice concerns?
 - The spiritual nurture of the meeting?
 - Encouragement of our children and youth?
 - Outreach and/or Quaker values and testimonies?
- Have other entities been approached for funding?
- Have other funds been received?
- Is more than one request of the LMLF for project funds expected?
- Does the application conform to committee guidelines?
- What oversight and support will be required?
- Is the amount applied for appropriate to the scope of the request?
- Can the project be completed in the anticipated timeframe?

The Milner Fund Committee should meet in the spirit of worship with applicants, individuals who have participated in seasoning, or others it deems necessary who may assist in understanding the scope and projected impact of the proposal. Each application will be treated as unique and the guidelines may be adapted at the committee's discretion. Multi-year projects and requests exceeding \$2,000 should be submitted with the committee's recommendation to business meeting for approval.

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Lancaster Meeting Leadings Fund (LMLF) – Accountability

Grantee Accountability:

To the Milner Fund committee

1. Written reports are to be submitted to the committee as requested including:
 - What has been done to date
 - How has the activity supported the plan or exceeded/fallen short/diverged from plan
 - What are next steps or is the project completed
 - Will additional assistance from the committee be requested
2. Meet with the LMLF committee, clearness committee or support group as needed or requested.

To the Meeting

1. Participate in forums to share the experience and accomplishments with meeting.
2. Consider other ways to share the process and project outcomes with meeting such as workshops or community projects.

Milner Fund Committee Accountability

To the Grantees

1. Meet with grantees on a regular basis to assess and discuss the process and ongoing needs.
2. Meet at the end of project to review outcomes.
3. Solicit feedback from grantees regarding the committee process.

To the Meeting

1. Submit quarterly financial reports including outlines of current and recently completed projects to the business meeting.
2. Schedule forums as appropriate in the Spring and Fall for participants to meet with meeting and reserve additional dates for major projects.
3. Schedule a threshing session two years after first grant is awarded to review committee process with the monthly meeting and discern if changes are needed.

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