

PROCEDURES FOR THE ADMINISTRATION OF THE Dr. J. R. WILLIAMS FUND

1. Ten (10%) percent of the annual income derived from the fund shall be reinvested and added to the principal of the fund.
2. Grants made from the fund's income in any one year shall not exceed ninety percent (90%) of the income for that year.
3. If grants from the fund income in any one year are less than the fund's income for that year the surplus shall be reinvested and added to the fund's principal.
4. The Yearly Meeting Executive Committee shall be vested with sole authority to authorize grants from the fund for the purpose of constructing and repairing buildings that will enable Monthly Meetings to carry on their ministries of worship, education and fellowship.
5. The Executive Committee shall have the authority to deny a requested grant, to allow a requested grant in full or in part and to allocate grants between various applicants not necessarily on a pro rata basis.
6. All grants for any one calendar year shall be authorized and announced at the last meeting of the Executive Committee for that calendar year except that interim grants may be authorized during any calendar year on an emergency basis.
7. All Monthly and Preparative Meetings of North Carolina Yearly Meeting of Friends are eligible for grants from this fund.
8. The purpose of the grants is to aid in new construction or repair of buildings that are used for worship, Christian Education, fellowship, or a parsonage.
9. Requests for grants must be made in writing, using a form that is available from the Yearly Meeting Office. All information requested must be provided. If additional space is needed, an attachment may be used to provide appropriate information. The request must be approved by the local Monthly Meeting, recorded in its minutes and signed by the Presiding Clerk of the Meeting.
10. The completed form, along with any attachments, is to be submitted in electronic format, unless that is not available at the submitting Meeting, to the superintendent of the Yearly Meeting who is responsible for placing this item on the agenda of the Executive Committee.
11. For any Meeting that is under the care of the Church Extension Committee or other supervising body, requests will be made in the same manner using the same form, however, the request is to be submitted to the supervising body (Church Extension Committee, Quarterly Meeting or Monthly Meeting). The supervising body will evaluate the request and submit it with their recommendation in the manner prescribed in paragraph #10. The Executive Committee will consider the request in the same manner as it would requests from Monthly Meetings.
12. When the Executive Committee considers the request, they may approve the request, modify it, disapprove it or ask for further information and study before taking action.
13. Someone designated by the Executive Committee will notify the Monthly Meeting clerk promptly of the final action.

14. Grants will normally be limited as follows:
 - A. Only one grant may be given per project (this applies to new construction as well as to repair projects).
 - B. Only one grant may be given in a five-year period.
 - C. Grants will be limited to no more than one-half the estimated cost of the project for which assistance is requested
 - D. Grants will be limited to no more than \$10,000.
 - E. Emergency circumstances will be considered on a case-by-case basis with sole discretion vested in the Executive Committee of the Yearly Meeting.
15. The superintendent of the Yearly Meeting will personally deliver all grants. In the event the superintendent is unable to do so, his or her designee may make the delivery.
16. No grant, even though approved, will be delivered until work on the project is underway.
17. In accepting a grant from the Williams Fund, the recipient Meetings must agree that should their Meeting ever withdraw from North Carolina Yearly Meeting the Meeting will refund the amount of the grant in full to North Carolina Yearly Meeting's Dr. J. R. Williams Fund.

Approved by action of North Carolina Yearly Meeting Representative Body third month, 21st day of 2009.