



Community Fund Application 2019

Important Information to Know Before Starting Application Process

Eligibility: In order to be eligible for United Way funding the program/project must occur in Newfoundland and Labrador and the organization must have a registered charitable # or be a qualified donee as per Canada Revenue Agency. Use or borrowing of a charitable # is not allowed. If you are not sure if the organization is a qualified donee, please visit the CRA website @ <https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html> or phone: 1-877-442-2899

Funding Agreement: Successful applicants will receive a Funding Agreement that outlines the expectations for the partnership, including recognition, fund disbursement (based on start date provided) and reporting. *Note: based on the start date, United Way releases the first 80% of funding to the organization. Once the required Final Report is received and approved, the remaining 20% is then released.*

Reporting: It is a requirement of United Way Newfoundland and Labrador that all funded programs/projects complete a Funding Report – a link to the reporting template will be provided by United Way. Funded organizations from previous years are only eligible to apply in the current year if the report from previous funding has been submitted by the required deadline.

Multiple Applications: Organizations are permitted to apply for more than one program/project; however, are required to apply separately for each one. Applications stand independently when reviewed by our Community Investment Committee.

Exclusions: United Way does not provide: allocation of funds directly to individuals; funds to support the direct cost of fundraising efforts of the applicants; deficit funding; program operating reserves; funding for schools who do not have a registered charitable status #; or conferences.

Missing Information: Failure to include all required components may result in your application being excluded from the review process. Please understand, as awareness and demand for this funding opportunity continues to rise, administratively it becomes increasingly difficult to coordinate the missing pieces of incomplete applications. To be included in the review process, please ensure that you are completing all questions as asked; and providing all materials requested.

Deadline: All applications are due **March 13, 2019 @ 4:30 pm. The application form will be closed at this time.** Please ensure you have adequately planned your process to be completed prior to the submission deadline, as late applications WILL NOT be accepted.

Organization Information

Organization Name:

Organization Overview:

Mailing Address:

City/Town:

Province:

Postal Code:

From the choices below select the category the organization fits

Registered Charity

Municipality

Other Qualified Donee

*Non-Profit groups are not always considered a qualified donee, please verify with CRA to ensure organization prior to completing application.

Registered Charity #

Municipality Name

How many years has the organization been in operation?

Contact Information

Primary Contact:

Name:

Position at organization:

Email:

Phone:

Organization Leadership Contact:

Name:

Title:

Email:

Phone:

Organization Website Address:

Social Media Address (if applicable):

- Facebook
- Twitter
- Other

Funding Request

Amount of funds requested

\$ _____

Overall program budget

\$ _____

United Way Newfoundland and Labrador
Community Fund Application 2019

List any revenue sources related to the program/project.

REVENUE:	\$ Amount	Notes
----------	-----------	-------

Grants – Federal
Grants - Provincial
Grants – Other

Members
Number of Members _____
Fee Per Member _____

Donations
In-Kind Donations

Other Revenue (specify)

- 1.
- 2.
- 3.
- 4.
- 5.

Prior Years Surplus (deficit)

Sub-Total

EXPENSES:	Total Cost	\$\$ from UWNL	\$\$ from Others	Notes
-----------	------------	----------------	------------------	-------

Salaries & Benefits:

Facility Rental:

Equipment Costs:

Materials & Supplies:

- 1.
- 2.
- 3.
- 4.
- 5.

Travel, Conferences:

Utilities:

Other Program
Expenses:

Total Expenditures:

Program/Project Details

Program/Project name:

Program/Project description:

If approved, what will funds be used for specifically?

Location of Project or Program:

Geographic area(s) affected:

United Way Focus Areas

United Way Newfoundland and Labrador partners with agencies and organizations province-wide to provide services that strengthen individuals, families and communities within these 3 categories:

- ***From Poverty to Possibility***
Moving people out of poverty by meeting basic human needs through the provision of food, shelter, education, jobs, etc.
- ***Healthy People, Strong Communities***
Improving access and availability of social health-related support services needed to revitalize and strengthen neighbourhoods and overall community engagement.
- ***All That Kids Can Be***
Providing youth with access to early literacy and development programs, recreational activities, mentorship, volunteerism and other opportunities to develop their talents and interests as they progress through school and adulthood.

Select the Focus Area that best applies to the program/project as outlined in this application. Choose only one focus area.

From Poverty to Possibility Healthy People, Strong Communities All That Kids Can Be

Community Capacity Building

How will this program/project help build capacity?

How many people will be impacted by the program/project?

Target Audience: (children, youth, young adults, adults seniors)

Target Audience Age(s): (0-7) (8-15) (15-25) (25-40) (40+)

Start Date of program:

End Date of program:

Evaluation/Outcome Measurement

What are the expected outcomes and indicators of this project/program?

Outcome #1

Indicator #1

Outcome #2

Indicator #2

What is your Measurement or Evaluation Plan for this project or program?

How will the program/project continue once United Way funding has ended?

How will you recognize United Way Newfoundland and Labrador?

Please attach the following documents to your application:

- **Most recent audited Financial Statements** (if audited statements are not available, the organization's most recent financial document)
 - **Board of Directors List**
-

What Happens Next?

Once applications are received, the organization's contact will receive an email confirmation notification from United Way Newfoundland and Labrador within 5 business days. **If you do not receive confirmation within 5 business days** – you are responsible to follow up/contact us at info@nl.unitedway.ca or call 753-8288 to ensure the application has been received.

In order to allow time to receive, organize and prepare all applications for our Community Investment Committee to review, notifications (approvals/declines) will be sent via email to the organization's contact by mid-May 17, 2019.