



**United Way**  
Newfoundland  
and Labrador

## FUNDING APPLICATION 2020

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all • potential We everyone kids healthy independence build  
give community people improve  
partner local us  
access united impact  
healthy opportunities future improve jobs  
possibility engagement you teach healthy  
independence jobs local respect kids we jobs community  
results together needs  
independence everyone we improve here work people  
local us change future partner local potential us  
build help together opportunities lasting  
here kids give access engagement  
volunteer you better help share  
kids all act us  
improve

## **ELIGIBILITY AND EXPECTATIONS**

**Eligibility:** 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 or phone: 1-877-442-2899. Not for Profits are only eligible if the organization has a registered charitable #.

**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.

**Required Documentation:** A list of the organization's Board of Directors (or other governing body if no Board) and Audited Financial Statements (*in some cases, unaudited statements may be accepted or professional documentation indicating of the organization's current financial standing*)

**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 organizations complete a Funding Report. Pictures of the funded project/program as well as the impacts (outcomes/indicators) are required as part of the report. United Way will provide organizations with a report template in early 2021. *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.*

**Missing Information:** 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. **Failure to include all required components may result in your application being excluded from the review process.**

**Deadline:** All applications are due **March 15, 2020**. Late applications WILL NOT be accepted.

**Applications will only be accepted via email in PDF format - using 'fill and sign' tool. Email application(s) with applicable required separate attachments to: [info@nl.unitedway.ca](mailto:info@nl.unitedway.ca)**

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## COMMUNITY FUND TIMELINE

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Application Opens:	February 14
Application Deadline:	March 15
Internal Application Prep:	March 16 to 20
Community Investment Review:	March 23 to April 9
Board Approval:	Early May
Notifications to Applications	Mid to Late May 2020

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### **\* What happens once the application is submitted?**

Within 5 business days of submitting, applicants will receive an email confirmation that includes an application number from United Way Newfoundland and Labrador. If the organization does not receive confirmation within 5 business days, the organization applying for funding is responsible to follow up by emailing [info@nl.unitedway.ca](mailto:info@nl.unitedway.ca) or calling the UWNL office 709-753-8288 to ensure the application has been received. Please keep a copy of the application for your records as approved projects/programs will be asked to refer to the original application for reporting back to United Way upon completion of the project/program.

In order 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. These notifications are expected to be sent by May 31, 2020.



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# FUNDING APPLICATION 2020

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## ORGANIZATION DETAILS

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**Official name of organization:**

**Organization's mission or mandate:**

**Organization's Canada Revenue Agency Charitable Registration Number.**

(Charitable Registration #'s are usually 10 digits long followed by RR 000# - Ex. 853328672 RR0001)

**Organization mailing address:**

**Organization website:**

**Social Media accounts (if applicable):**

Facebook

Instagram

Twitter

Other



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## FUNDING APPLICATION 2020

How many years has the organization been in operation?

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### CONTACT DETAILS

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#### Primary Applicant's Contact Information

**Full Name:**

**Title:**

**Phone:**

**Email:**

#### Organization Leadership Contact Information

**Full Name:**

**Title:**

**Phone:**

**Email:**

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## UNITED WAY FOCUS AREAS

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United Way of Newfoundland and Labrador partners with organizations province-wide to provide services that strengthen individuals, families and communities within the three categories below:

***From Poverty to Possibility***

Moving people out of poverty by meeting basic human needs through the provision of food, shelter, jobs, etc.

***Healthy People, Strong Communities***

Improving access and availability of social and health-related support services needed to revitalize and strengthen neighborhoods and overall community engagement.

***All That Kids Can Be***

Providing youth with access to early literacy and development programs, recreational activities, mentors, volunteerism, educational programs and other opportunities to discover and develop their talents and interests as they progress through school and into adulthood.

**Select the category that best applies to the program/project as outlined in this application.**

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



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## PROPOSED PROJECT/PROGRAM DETAILS

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**1. Project/Program name** *(this name will be used in all documents and UWNL promotion):*

**2. Total amount of funds requested?**

**3. What is the anticipated start date and end date of the project/program?**

Start Date

End Date

**4. Will the project/program continue once United Way funding has ended?**

Yes

No

**5. If yes to question 4, please describe plans to continue the project/program.**

**6. How would the organization recognize United Way if awarded funding?**



## 7. Project/Program description:

<b>List Overall Objective(s)</b>	
<b>List Main Activities</b>	
<b>Explain any partnerships related to the specific project/program</b>	





# FUNDING APPLICATION 2020

## PROJECT/PROGRAM IMPACT

**8. Choose the geographic area directly impacted by the project/program.**

Region	Avalon	Eastern	Central	West Coast	Labrador
<b>X</b>					

**9. List the specific cities and towns impacted by this project/program.**




## FUNDING APPLICATION 2020

### 10. List the target audience that will be impacted by the project/program?

	Describe impact(s) to this audience	How many impacted (#)
<b>Children Ages 0 to 6 years</b>		
<b>Youth Ages 7 to 12 years</b>		
<b>Youth Ages 13 to 19 years</b>		
<b>Young adults Ages 20 to 25 years</b>		
<b>Adults Ages 26 to 59</b>		
<b>Adults 60+</b>		



**11. What is the estimated total number of people that will be impacted by the project/program?**

**12. How does this project/program build capacity of the primary target audience and/or the community as a whole?** *(capacity building refers to process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive):*

**13. How will the organization gather feedback from key target groups?**  
*(Examples: surveys, questionnaires, internal reporting etc....)*



# FUNDING APPLICATION 2020

*\* Please pay attention to this question as it will help form the basis of the application and if approved, will be referenced when reporting.*

## 14. What are two expected outcomes and indicators of the project/program?

<b>Outcomes</b> *The changes you expect to result from your program/project	<b>Indicators</b> *Signs or pieces of evidence that measure one aspect of a program and show how close a program is to its desired path and outcomes
1.	1.
2.	2.



## PROJECT/PROGRAM EXPENSES AND COSTS

**15. Overall project/program budget:**

**16. Where applicable, complete the two following charts showing any other funds you have received toward the specific project/program you are proposing to United Way.**

**Revenue:**

	<b>\$\$ Amount</b>	<b>Notes</b>
Grants – Federal		
Grants - Provincial		
Grants – Other		
Donations		
In-Kind Donations		
Other Revenue (specify)		
1.		
2.		
3.		
4.		
Prior Years Surplus (deficit)		
<b>Total Revenue:</b>		



# FUNDING APPLICATION 2020

**Cost/Expenses:**

	<b>Total Cost</b>	<b>Amount requested from UWNL</b> If approved, what will the funds be used for specifically?	<b>Amount from Others</b>	<b>Notes</b>
Salaries & Benefits				
Facility Rental				
Equipment Costs				
Materials & Supplies (please specify)				
1.				
2.				
3.				
4.				
5				
Travel, Conferences				
Administration Support * Related – up to a max of 10% of project				
Other Program Expenses (please specify)				
1.				
2.				
3.				
4.				
<b>Total Expenditure</b>				



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## FUNDING APPLICATION 2020

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### REQUIRED DOCUMENTS

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**The following documents are required when submitting the application. Please use the check boxes to indicate submission with this application.**

Current Board of Directors list

Latest audited Financial Statements *\*If your organization is not required to have audited Financial Statements, please provide the most up to date financial information*



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## FUNDING APPLICATION 2020

**\* This application must be authorized by two signing authorities at your organization. *These individuals will be responsible for signing the Funding Agreement if the application is successful.***

\_\_\_\_\_  
**Name** (please print)

\_\_\_\_\_  
**Name** (please print)

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**