United Way
Newfoundland
and Labrador

2027 COMMUNITY FUND APPLICATION GUIDE

This guide will help you understand the 2027 Community Fund application. If you have further questions, please contact the office at 709-753-8288 or email info@nl.unitedway.ca

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. Failure to submit a complete and approved report by the required deadline will result in the organization being ineligible to apply for funding from UWNL for two years.

*Organizations that are **not** Registered Charities or Qualified Donees must apply in partnership with a Registered Charity or Qualified Donee who will act as the fiduciary agent for the project, meaning they will sign the funding agreement and manage the funding on behalf of the Non-Qualified Donee. The application must be filled out naming the Registered Charity or Qualified Donee as the Lead Applicant and the financial documentation requested for uploading will be the Lead Applicant's.*

ORGANIZATIONAL DETAILS

Legal name of organization:

What is the name your business is known as by Canada Revenue Agency?

Organization mailing address:

Use your Canada Post mailing address. Use two-letter code for "Province". Postal Code must be letter, number, letter, number, letter, number - with no spaces ie A1B3X2.

Organization's mission or mandate:

A Mission Statement tells the world why your organization exists.

Are you a registered charity:

*Registered charities are organizations that are established and operate for charitable purposes, and they cannot use their income to benefit their members. They must be established and must operate for charitable purposes and the benefit of the public. If you are a registered charity your number will be ie 123456789**RR**0001 (to be entered in next question). Numbers with "RT", "RC", and "RP" are not registered charity numbers.*

Organization's Canada Revenue Agency charitable registration number:

Charitable registration numbers are nine digits long followed by RR#### ie 853328672RR0001 (no spaces).

If you are unsure of your charitable number:

Click Here: Canada Revenue Agency

Or copy and paste: https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html

How many years has the organization been in operation:

Answer must be numerical. Ie "eight" will not be accepted on this form – please type "8".

How many full-time staff members does the organization employ:

Answer will be numerical. Ie "eight" will not be accepted on this form – please type "8". Please enter the number of people who work and are paid for 35 hours or more per week.

How many part-time staff members does the organization employ:

Answer will be numerical. Ie "eight" will be not accepted on this form – please type "8". Please enter the number of people who work and are paid for under 35 hours per week.

Name of person completing this form:

Please enter your first and last name, we will contact you if questions.

Role in organization:

Ie – Project Director, Administrator, etc.

Phone number:

Please use a number that reaches you directly.

Email address:

Do not enter the general email address, please enter the direct email address for the person filling out the application.

Is your organization collaborating with other agencies or non-profits on this project:

Are you applying on behalf of another agency? Or are you in cooperation with other agencies for the application process?

If "Yes" please identify the agency/agencies and explain why:

If your organization is collaborating with other agencies for this application, please identify the other agencies you will be working with and outline their role in your project.

If you are a TOWN/MUNICIPALITY (qualified donee) applying on behalf of a non-profit, please identify the non-profit:

Who will be receiving this funding?

COMMUNITY FUND PROJECT GRANT APPLICATION

Who is the target audience that will be impacted by the project/program. Check all that apply:

Choose the specific audience that will be directly impacted by your project.

Choose the geographic area DIRECTLY impacted by the project/program:

Choose the geographic area(s) that will be impacted by your project. You may choose more than one.

Please list the cities/towns/communities, etc in the chosen area(s):

Please separate each area with a comma rather than moving to a new line for each ie, Torbay, Flatrock, Bauline. (Name each community that will benefit at least 5 people, minimum). The Funding Committee will look to see the reach of your program and approximately how many people will benefit.

Which of the following populations will be impacted by the project/program? Check all that apply:

Please choose all that apply.

How many people will your program expect to impact?

UWNL's Funding Committee want to know that the funding will impact as many people as possible. What is the number of people (or an estimate) that will actually be benefiting from your program? Enter numerical value.

Name of project:

Give your project a name ie Summer Camp, Helping Others, etc.

Please describe the project:

A project description is a high-level overview of the project, along with their primary functions, ideas, and goals.

This description will ensure our Community Fund committee will fully understand the importance of your application for funding.

Is this a new or existing project:

Please choose one.

Project start date:

When will your project begin? If approved, your funding will be deposited at a date close to the start of the project.

Project end date (by Dec 31, 2028):

You will be given until December 31, 2028 to complete your project and use the funds. A final report will be due no later than 30 days once your project is complete. At the end of

your project, a Final Report will be due 30 days afterwards. You will be reminded at that time to submit the report and a link will be forwarded to you for completion. The report templates are also available on our website at https://www.unitedwaynl.ca/community-fund/community-fund-reports/

Was this project funded by UWNL in 2025 or 2026:

If this is an ongoing project, were you funded by UWNL in 2025 or 2026? (If you select "YES" you will be prompted to explain).

Your project was funded last year, please explain why you are requesting funding again in 2027:

UWNL cannot guarantee yearly funding, our Community Fund committee will take into consideration the circumstances to award funding.

If UWNL is unable to grant your full request, can your program continue with partial funding:

Sometimes due to the number of funding requests and the amount of money available, UWNL provides partial funding for programs. Will you still be able to use the partial funding to operate your program? This generally means you will be able to absorb other costs elsewhere; you will get other grants, or you can modify your program but keep in the same parameters (ie instead of providing 100 food hampers, you can use partial funding for 50).

Amount requested ($2,500 minimum):

Minimum grant is $2,500 – there is no maximum, however, our yearly funding of the Community Fund is usually under $400,000 (that total which is distributed to many programs).

Costs/Expenses and Funding Request (please do not expense taxes for which an organization is eligible for a tax rebate):

Please outline the breakdown of the cost of your project. Our Community Fund committee will need to see the individualized items on this list and determine if they are suitable for funding. EXAMPLE:

	Total Project Cost	Amount of UWNL Funding Requested (Must be filled in)	Amounts from Govt/Others	Your Contribution
Salaries & Benefits	10,000	5,000	0	5,000
Professional fees/honoraria				
Equipment Costs				
Materials & Supplies (Specify in notes)	5,000	5,000	0	0
Travel, Conferences				
Administrative Support *Related - up to max 10% of project				
Other Program Expenses (Specify in notes below)	6,000		4,000	2,000
TOTAL	21,000	10,000	4,000	7,000
	A	B	C	D

A: In this column, itemize your complete project costs

B: In this column, list the amounts you are requesting from UWNL and what portion of this funding will go towards your listed "Total Project Costs"

C: In this column, list other funding you will receive, and what portion will go towards your listed "Total Project Cost"

D: This column automatically fills, **if you have a negative number in this column, you have error(s) in another column(s). Likely, you have not reported an amount in Column A for a particular expense, but have entered a number in column B or C.**

Amount of Funding Requested from UWNL:

The amount will pull from the total of "Amount of UWNL Funding Request" from the above table. Do you not alter it here. To make changes, please do so in the table.

Notes for Cost/Expenses and Funding Request:

This space is optional. (If you have filled out an amount in the previous table for "Other Program Expenses" you can explain the costs and expenses you are requesting in this space).

Do not enter amounts in this table (amounts are automatically transferred from above table).

This is to summarize from the above table. It will autofill. There should not be any negative amounts.

Who will benefit from this project (and how will it impact the target audience and community as a whole):

A project benefit is an outcome of the project that is seen as a positive change by the stakeholders.

All projects start as an effort to achieve project benefits. The proposed deliverables are linked to organizational needs and goals so as to produce desired benefits.

To assess its successful delivery, a project benefit must be able to be measured.

Our Community Fund committee will pay close attention to this information. UWNL will always attempt to fund projects with the most positive impact on the community.

How will you evaluate how effective your program will be?

It is important for the Community Fund committee to know how you plan to evaluate the success of your project.

Outcomes (The changes you expect to result from your program/project):

Outcomes are the changes you expect to result from your program.

These can be changes in individuals, systems, policies, or institutions that you seek to achieve. They may reflect shifts in relationships, knowledge, awareness, capabilities, attitudes, and/or behaviors.

Outcomes should be logically time-sequenced, from progress expected within a few months of participation in the program, to markers of change at the middle of your program, to changes expected by the end of the program and, if possible, to measure beyond.

Will this be an on-going project:

If you select "YES", you will be prompted to explain your plans.

What are your plans for future funding:

If your program is an on-going project, how do you plan to acquire subsequent funding?

How do you propose to recognize a grant from the 2027 Community Fund:

UWNL expects all funded organizations to recognize the Community Fund grant. You can use your social media accounts, newsletters, websites, press releases, etc.

If your organization holds a surplus of funds, please explain why these dollars cannot be used for your project:

UWNL has limited funding available for distribution. If your charity holds a surplus of funds, we would like to know why those funds cannot be used for your program.

Upload Financial Statements. Be sure to include INCOME Statement and BALANCE sheet (no older than 18 months):

The Financial Statements required are those of the organization identified as the applicant (a registered charity or qualified donee).

UWNL will not process applications without the required financial information. Please upload the above, which cannot be older than 18 months.

*An **Income Statement** shows your revenues and expenses for the year, the **Balance Sheet** shows your assets (ie bank account balances) and liabilities, at a point in time, generally at year end.*