



Renfrew County **United Way**

2017 **Community Support** **Fund Application Form**

INFORMATION FOR AREA CHARITABLE ORGANIZATIONS

The United Way of Renfrew County has established a special fund that can be accessed for one-time, small projects. The maximum micro-grant available for any project is \$1,000 and funding is available to individuals and groups, or eligible not-for-profit organizations with registered charitable status. Only projects that support United Way's Strategic Priorities will be considered. These include: *child poverty, youth, seniors, transportation, safe & affordable housing and health services*. Projects must be completed within 12 months of funding approval and funding may be available for all or part of a project's costs.

Who can apply?

- ✓ Previously funded agencies must be in "good standing" with Renfrew County United Way for any prior year's projects (projects must be completed and final reports and financial statements for the project submitted to RCUW)
- ✓ Governments, crown corporations and other government agencies are **NOT** eligible to apply

What will funding cover?

- Costs of new or enhanced projects that are time-limited
- Training for staff or volunteers to deliver a project/program
- Purchase of small equipment and supplies
- Production of public information or educational materials

What costs are NOT covered?

- Fixed costs such as overhead expenses (rent, utilities, general administration, etc.) and capital purchases exceeding \$1,000.

website: www.renfrewcountyunitedway.ca

What happens after an application has been submitted?

1. Applications packages can be submitted any time throughout the calendar year.
2. Applications are reviewed by the Renfrew County United Way's Funds Distribution Committee as received and then, must be approved by the Board of Directors.
3. All applicants will be notified regarding the status of their applications within 60 days of submission.
4. Funding Agreements will be prepared and signed following funding approval.
5. 50% of the project funds will be advanced once the application is signed and the balance of the funds will be provided once a project report and financial summary has been submitted to United Way.

Instructions for completing the application package:

- a) Complete the application form and sign it, or have it signed by authorized Officers of your organization and those of any partner agencies.
- b) Attach any additional documentation that supports your project proposal,
- c) **Submit the application package by REGISTERED MAIL or EMAIL a .pdf INCLUDING A READ RECEIPT to:**



Renfrew County
United Way

If you have questions or need additional information, please contact:

Pat Lafreniere, Executive Director
Renfrew County United Way
Tel: 613-735-0435 (office)
Toll Free: 888-592-2213 Email:
pat@renfrewcountyunitedway.ca
Website: www.renfrewcountyunitedway.ca

Together, we are possibility !



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Name of Individual/Group (Leader)	Partner/s Agency/ies(if applicable):
Mailing address:	Phone #:
Email address:	Website:
Contact name:	Phone # (if different from above):
Charitable Registration No:	Amount Requested: \$ <i>Please note: The maximum grant is \$1,000.</i>
Proposed Start Date:	Proposed End Date:
Which one or more of the following six United Way Strategic Priorities does your proposal address? (please select):	
<input type="checkbox"/> Child Poverty <input type="checkbox"/> Seniors <input type="checkbox"/> Safe & Affordable Housing	<input type="checkbox"/> Youth <input type="checkbox"/> Transportation <input type="checkbox"/> Health Services
Is this the first time you have applied United Way funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please indicate the community where your project will be delivered.	
<input type="checkbox"/> Arnprior-NcNab/Braeside <input type="checkbox"/> Barry's Bay <input type="checkbox"/> Calabogie <input type="checkbox"/> Chalk River/Laurentian Hills <input type="checkbox"/> Cobden/Beachburg <input type="checkbox"/> Deep River	<input type="checkbox"/> Killaloe <input type="checkbox"/> Madawaska <input type="checkbox"/> Pembroke/Laurentian Valley <input type="checkbox"/> Petawawa <input type="checkbox"/> Renfrew <input type="checkbox"/> Whitney <input type="checkbox"/> Other (please specify)



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<p>What is the purpose of your project?</p>
<p>What goals do you want to achieve?</p>
<p>How will you accomplish your goals and what is the timeline?</p>
<p>How will your project have a positive impact in your community?</p>
<p>Use this space to further explain your project or to make additional comments (if required).</p>



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Declaration and Signatures:	
<i>I/We confirm that the information contained in this application and any additional documentation is correct, true and complete. This application has been approved by our agency's Board of Directors (if applicable), for submission to the Renfrew County United Way. I/We acknowledge that approval of this application commits me/our organization (if applicable) to abide by the policies and regulations established by the Renfrew County United Way.</i>	
Signing Officer #1 <i>(If an Agency – must be a Board Member)</i> Name (please print): Signature:	Signing Officer #2 <i>(If an Agency – must be CEO/Exec Dir/Mgr)</i> Name (please print): Signature:
Date:	Date:
Signing Officer #3 <i>(If Partner Agency, must be a Board Member)</i> Name (please print): Signature:	Signing Officer #4 <i>(If Partner Agency, must be CEO/Exec Dir/Mgr)</i> Name (please print): Signature:
Date:	Date:
Individual #1 Name (please print): Signature:	Individual # 2 Name (please print): Signature:
Date:	Date:



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Project Budget: Revenues & Expenses

Where are you getting money from?	How much money are you getting?
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$

What are you spending money on?	How much money are you spending?
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$



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