

## **Grant Application for 2019**

**Program/Project Title:**

**Agency Name:**

**Address and Postal Code:**

**Charitable Registration Number:**

**Contact Name:**

**Contact Email:**

**Contact Phone Number:**

**Please indicate the priority goal addressed by your program/project.**

**Please Select:**

- Improve the well-being of seniors by reducing the factors that lead to isolation and vulnerability while respecting their independence
- Healthy and Resilient Children Ready to Learn
- Engaged and Active Children and Youth
- People experiencing mental health and/or addictions challenges have access to coordinated community-based supports
- Ensure people in crisis have access to coordinated and immediate supports

### ***Important Information - Please Read***

- **Completing this form constitutes one of several pieces of your proposal, you must also upload supporting documents.**
- **If you are submitting a request as a sponsored agency, please be sure to review the requirements for Sponsored Agencies**
- **Funds raised by United Way will be invested to support people in their respective communities.**
- **This proposal is due on January 29, 2019.**



**United Way**  
Renfrew County

## **Section A: Organizational Information**

**Note: If the agency submitting is a sponsored agency, the response to this question should be about the sponsored agency, not the sponsoring agency**

**A1. Describe the organization's experience and success in delivering similar programs/projects. Provide evidence of specific results achieved with similar programs/projects. *Maximum response of 1200 characters***

**A2. Describe the organization's (including management and staff) capacity to deliver the proposed program/project. *Maximum response of 1000 characters***

**A3. Provide a brief description of your organization's core mission and a brief history of the organization. *Maximum response of 750 characters***

## **Section B: Alignment to United Way Objectives**

**B1. Briefly explain how your program/project supports and will help to achieve the priority goal. *Maximum response of 1200 characters***

**B2. Is this proposal for a Social Enterprise project? If so, please explain how this project was developed?**





**C3. Where will your program be offered? *Please select your service location sites, not locations where your clients live.***

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Arnprior                      | <input type="checkbox"/> Renfrew     |
| <input type="checkbox"/> Eganville                     | <input type="checkbox"/> Barry's Bay |
| <input type="checkbox"/> Pembroke                      | <input type="checkbox"/> Deep River  |
| <input type="checkbox"/> Petawawa                      | <input type="checkbox"/> Whitney     |
| <input type="checkbox"/> Killaloe                      | <input type="checkbox"/> Cobden      |
| <input type="checkbox"/> Other in Renfrew County _____ |                                      |

**C4 Sustainability planning: Describe how you plan to diversify the funding for this program.**

## **Section D: Implementation**

**D1. Describe the specific need(s) within the priority goal that your program is addressing and how United Way funding would impact the target population. Make sure to include the populations served by your program. *Maximum response of 1200 characters***

**D2. Provide a brief description of your program/project and its intended goal. This should be your 'elevator pitch', the headlines of your program that you would describe if you only had thirty seconds to make someone understand your program. *Maximum response of 1200 characters***

**D3. Describe your planned activities. For each activity describe what you will do, the specific population you are targeting, where the activity will take place, and when and how frequently you will be doing it. *Maximum response of 1200 characters***

## **Section E: Evidence-based Approach and Evaluation Plan**

*An Evaluation Plan should identify indicators for monitoring progress in achieving results and explain how those results will be collected. Provide a project/program evaluation plan by completing the fields below:*

**E1. Will this program work directly with clients or beneficiaries?**

Yes /No

*If yes,*

**E1a. Indicate the total number of unique individuals that you expect to serve in a 12-month period.**

**E2. Please demonstrate how the proposed activities and results are backed by evidence-based/evidence-informed research (both internal and/or external research is valid). *Maximum response of 1000 characters***

**E3. Please identify a minimum of three performance indicators for monitoring progress in achieving results and explain how those results will be collected.**

### **Indicator Instructions**

#### **Column 1 – Output or Outcome**

- An outcome indicator normally implies directional change using words such as increase, decrease, strengthening, reduce, improved etc...
- An output indicator typically reports on short-term results or actions that are needed in order to achieve an outcome and uses action words such as trained, completed, identified, held, disseminated, evaluated, launched etc...

#### **Column 2 – Targets**

- Targets should be specific, realistic and ambitious. Targets should be numeric and cannot be a range (e.g. 45-55 is not acceptable, 50 is acceptable).
- The most common units of measure will be number or percentage. For activities such as getting a policy approved or holding a major event, a unit of measure such as complete/incomplete may be more appropriate.

**Column 3 – Frequency of Data Collection**

- How often and when data is collected. Daily, weekly, monthly, quarterly, Each January and July, annually etc... Is there a specific time period when data is collected (e.g. during the school year)?

**Column 4 - Approach**

- Describe the approach or plan to collect the data, including how results will be calculated. Describe the steps to calculate the necessary figure or determine the result.
- Where the data needed to calculate or track the indicator will be coming from. It should be clear whether the source is internal to the organization or external.
- When designing an indicator, it is important to think about who will be responsible for collecting and maintaining the data, to ensure that it will be feasible to collect. Is this a staff member? A volunteer?

Output/Outcome	Target	Frequency of Data Collection	Approach

**Section F: Annual Project/Program Budget**

**Budget Instructions**

- Provide a one year budget for the entire program/project (including revenue not provided by United Way). This should be your program/project budget, not your agency budget.
- The amount of your request to United Way is the difference between revenue from other sources and the total amount of your program budget.
- If this is an existing program, the budget must be for your proposed program, not for the program as it exists currently.
- The one year budget should include all in-kind contributions (revenues and expenses). Indicate your in-kind support in the revenue section and the equivalent cost in the expense section. For instance, if you report in-kind revenue of 400 volunteer hours' worth \$6000.
- Budget notes are **required** for every completed line of the budget for both revenue and expense lines. Use the Budget notes fields to describe what costs will be covered in that particular budget line, highlighting specific cost breakdowns for larger items, (salaries etc...)



**F1 Annual Project/Program Budget**

<b>Revenue Sources</b>		
	<b>Amount</b>	<b>Budget Notes</b>
Fundraising / Donations		
Program Fees		
Municipality		
Trillium Foundation		
Community Foundation		
Local Health Integration Network		
<i>Add others as needed</i>		
<b>Funding Requested</b>		
<b>IN-KIND SUPPORT</b>		
	<b>Amount</b>	<b>Budget Notes</b>
<i>Add lines as needed</i>		
<b>Total Revenue</b>		
<b>Expenses</b>		
	<b>Amount</b>	<b>Budget Notes</b>
Administration Expenses		
	<b>Amount</b>	<b>Budget Notes</b>
Salaries and Benefits		
	<b>Amount</b>	<b>Budget Notes</b>
Staff/Volunteer Travel		
Client Transportation		
<i>Add lines as needed</i>		
	<b>Amount</b>	<b>Budget Notes</b>
Program Costs		
	<b>Amount</b>	<b>Budget Notes</b>
Evaluation Expenses		
	<b>Amount</b>	<b>Budget Notes</b>
Miscellaneous Expenses		
<b>Total Expenses</b>		
<b>Excess of Revenue over Expenses</b>		

**F2 Please describe how you will use the money from United Way. *Maximum of 1000 characters.***



## **Section G: Acknowledgement and Signatures**

Applicant Organizations are required to submit a declaration page signed by the Executive Director (or equivalent) and Board Chair/President.

### **Acknowledgement**

I/We declare the information provided in this Proposal to be accurate and complete and complies with the eligibility criteria found Grant Application Instructions. (If information is found to be inaccurate, in part or in whole, funding could be withdrawn.)

Yes /No

I /We declare that the organization is not insolvent nor does it have a high probability of becoming insolvent prior to the end of the program/project.

Yes /No

**Program / Project Title:**

Name of person submitting this application:

Date of completion:

- I/We declare the information provided in this Proposal to be accurate and complete and complies with the eligibility criteria found in the Grant Applications Instrcutions. (If information is found to be inaccurate, in part or in whole, funding could be withdrawn.)
- I /We declare that the organization is not insolvent nor does it have a high probability of becoming insolvent prior to the end of the program/project.

**We certify that this application has been authorized by the following:**

**Applicant Agency:**



**United Way**  
Renfrew County

Signature of Executive Director (or equivalent):

Date:

Signature of Board Chair / President:

Date:

**Sponsor Organization (if applicable):**

Signature of Executive Director (or equivalent):

Date:

Signature of Board Chair / President:

Date:

**IMPORTANT:**

This page must be signed and submitted before 1:00pm on January 29, 2019.