



# Renfrew County United Way

## Annual Funding Proposal for 2016

### INFORMATION FOR AREA CHARITABLE ORGANIZATIONS

The United Way of Renfrew County provides funding on an annual basis to eligible not-for-profit organizations with registered charitable status for projects that support United Way's Strategic Priorities including: ***child poverty, youth, seniors, transportation, safe & affordable housing and health services.***

Projects must operate within the period April 1, 2016 and be completed by March 31, 2017. Funding may be available for all or part of a project costs.

#### Who is eligible to apply?

- ✓ A registered charity or qualified donee under the Federal Income Tax Act
- ✓ 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)
- ✓ If a prior year's project is still underway when the next funding cycle begins, an interim report is required at the time of application to ensure the applicant is in "good standing"
- ✓ Governments, crown corporations and other government agencies are **NOT** eligible to apply

#### What may the funding cover?

- Costs of new or enhanced projects that are time-limited
- Salary and benefit costs for personnel to deliver a project/program
- Training for staff or volunteers to deliver a project/program
- Purchase of small equipment and supplies
- Rental of space for the project/program to operate
- Production of public information or educational materials
- Travel costs associated with the project/program

#### What costs are NOT covered?

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

224 Pembroke St. W. | Pembroke, ON | K8A 5n2  
 ph: 613-735-0436 | toll free: 888-592-2213 | fax: 613-735-2663  
 email: [info@renfrewcountyunitedway.ca](mailto:info@renfrewcountyunitedway.ca)  
 website: [www.renfrewcountyunitedway.ca](http://www.renfrewcountyunitedway.ca)

## What happens after an application has been submitted?

1. Applications packages must be submitted by the **DEADLINE OF THURSDAY, FEBRUARY, 25, 2016 AT 4PM.** Applications are reviewed by the Renfrew County United Way's Funds Distribution Committee in February and March and must be approved by the Board of Directors in April 2016.
2. All applicants will be notified regarding the status of their applications by April/May 2016.
3. Agency Funding Agreements will be prepared and executed during May 2016, along with the first quarterly funding payment.
4. Funded agencies are required to submit quarterly reports on project status and budget to United Way.
5. Subsequent quarterly funding payments will be made during August 2016, November 2016 and the final payment will be issued February 2017.
6. **Eligible Renfrew County Charities may submit a maximum of two (2) funding proposals.**

## Instructions for completing the application package:

- a) Complete the application form and have it signed by authorized Officers of your organization and those of any partner agencies.
- b) Attach the Project Financial Summary Appendix A.
- c) Attach your most recent year-end Financial Statements including Balance Sheet and Income Statement.
- d) Attach your most recent Annual Report.
- e) Attach any additional documentation that supports your project proposal,
- f) **Submit the application package by REGISTERED MAIL or EMAIL a .pdf with READ RECEIPT to:**



Renfrew County  
**United Way**

224 Pembroke St. W.

Pembroke, ON K8A 5N2

Email: [info@renfrewcountyunitedway.ca](mailto:info@renfrewcountyunitedway.ca)

**For further information or if you have questions, please feel free to contact:**

Gail Logan-McMeekin, Executive Director  
Renfrew County United Way  
Tel: 613-735-0436 (office) | Cell: 613-633-6996  
Toll Free: 888-592-2213

Email: [gail@renfrewcountyunitedway.ca](mailto:gail@renfrewcountyunitedway.ca)

**Together, we are possibility.**



Renfrew County  
United Way

## Annual Funding Proposal for 2016

<b>Name of Proponent (Lead agency):</b>	<b>Partner/s Agency/ies(if applicable):</b>
<b>Mailing address:</b>	<b>Phone #:</b>
<b>Email address:</b>	<b>Website:</b>
<b>Contact name:</b>	<b>Phone # (if different from above):</b>
<b>Charitable Registration No:</b>	<b>Amount Requested: \$</b>  <i>Please note: If funding is approved, quarterly payments will not commence until May 2016.</i>
<b>Proposed Start Date:</b>	<b>Proposed End Date:</b>
<b>Which one or more of the following six United Way Strategic priorities does your proposal address? (please select):</b>	
<input type="checkbox"/> <b>Child Poverty</b> <input type="checkbox"/> <b>Seniors</b> <input type="checkbox"/> <b>Safe &amp; Affordable Housing</b>	<input type="checkbox"/> <b>Youth</b> <input type="checkbox"/> <b>Transportation</b> <input type="checkbox"/> <b>Health Services</b>
<b>Is this the first time you have requested funding from United Way?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>

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



**Annual Funding  
Proposal for 2016**

**Project Overview – *Clearly describe your project in 200 words maximum:***

**Goal & Objectives:**

**Project Details & Work Plan – *If this is a new project, describe the steps you will take to get this project off the ground. If this is a continuing project, describe any changes/improvements that have been made from previous years and/or how the project will be communicated/delivered to potential participants:***



**Annual Funding  
Proposal for 2016**

**Describe how this project fills a gap in existing services or meets a need/s in our community:**

**Identify how many people will benefit from your project:**

**Describe any volunteer resources you will be using:**

**Are any of your United Way funded programs/servicers provided by any other community agency in your area? If yes, describe the similarities and differences in these programs/services:**

**What assistance will your Organization provide to United Way? PLEASE NOTE: For 2016, funded agencies will be required to attend the United Way's Kick-off and Touchdown Events, along with one other Campaign event during the fiscal year.**

- Bingo Volunteers
- Community Events
- Fundraising

- Publicity (e.g. website, posters, brochures, etc.)
- Workplace Campaign
- Other (please specify)



**Annual Funding  
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**Does your Organization have any reserve/contingency funds?** *(Please include any investments, bank balances, separate reserve funds, etc.)*

**If yes, what are your plans for these reserve/contingency funds?**

**Project Budget – attach Project Financial Summary with details on Appendix A, along with your most recent year-end Financial Statements including Balance Sheet and Income Statement and your most recent Annual Report.**

**Additional documentation to support your proposal is attached.**

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**This funding request will benefit people living in Renfrew County. Please check in which community/township your service(s) will be delivered:**

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Arnprior-McNab/Braeside</b></li> <li><input type="checkbox"/> <b>Barry's Bay</b></li> <li><input type="checkbox"/> <b>Calabogie</b></li> <li><input type="checkbox"/> <b>Chalk River/Laurentian Hills</b></li> <li><input type="checkbox"/> <b>Cobden/Beachburg</b></li> <li><input type="checkbox"/> <b>Deep River</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Killaloe</b></li> <li><input type="checkbox"/> <b>Madawaska</b></li> <li><input type="checkbox"/> <b>Pembroke/Laurentian Valley</b></li> <li><input type="checkbox"/> <b>Petawawa</b></li> <li><input type="checkbox"/> <b>Renfrew</b></li> <li><input type="checkbox"/> <b>Whitney</b></li> <li><input type="checkbox"/> <b>Other (please specify)</b></li> </ul>
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Renfrew County  
United Way

## Annual Funding Proposal for 2016

### Declaration and Signatures:

*I/We confirm that the information contained in this application and additional documentation is correct, true and complete. This application has been approved by our charity's Board of Directors for submission to the Renfrew County United Way (RCUW). I/We acknowledge that approval of this application commits our organization to abide by the policies and regulations established by the RCUW. One such policy that we will fully and completely abide by is the BLACK-OUT PERIOD for public fundraising efforts in our community. By asking for funds from the RCUW, our organization understands the importance of the annual RCUW fundraising campaign and as such agree, that we must not compete with this campaign. Any competition during this time will have a negative affect on the annual campaign and thus, on the monies raised that are to go to community charities in Renfrew County.*

#### Signing Officer #1

*(Lead Agency – must be a Board Member)*

**Name (please print):**

**Signature:**

**Date:**

#### Signing Officer #2

*(Lead Agency – must be CEO/Exec Dir/Mgr)*

**Name (please print):**

**Signature:**

**Date:**

#### Signing Officer #3

*(If Partner Agency, must be a Board Member)*

**Name (please print):**

**Signature:**

**Date:**

#### Signing Officer #4

*(If Partner Agency, must be CEO/Exec Dir/Mgr)*

**Name (please print):**

**Signature:**

**Date:**



Renfrew County  
**United Way**

**Funding Proposal for 2016**  
**Project Financial Summary**  
**Appendix A**

<b>PROPOSED REVENUES</b>	<b>AMOUNT</b>	<b>CONFIRMED - Yes/No</b>
Federal		
Provincial		
Municipal		
Business		
Fundraising/private donations		
In-kind from your organization		
Other (please indicate)		
<b>TOTAL REVENUES</b>		
<b>PROPOSED EXPENSES</b>		
<b>Personnel</b>		
Direct program staff		
Management/administration		
Consultants/Professional Fees		
<b>Direct Program Expenses</b>		
Program supplies		
Advertising/Promotion		
Travel for staff		
Travel for participants		
Honoraria - participants/volunteers		
<b>Equipment</b>		
<b>Food</b>		
<b>Premises/Occupancy Costs</b>		
<b>Evaluation</b>		
<b>Miscellaneous (explain)</b>		
<b>TOTAL EXPENSES</b>		
<b>Gross Project Surplus/Deficit</b>		
<b>REQUESTED FROM UNITED WAY</b>		
<b>NET PROJECT SURPLUS/DEFICIT</b>		





# Renfrew County **United Way**

## 2016

### **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.

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 website: [www.renfrewcountyunitedway.ca](http://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:

Gail Logan-McMeekin, Executive Director  
Renfrew County United Way  
Tel: 613-735-0435 (office) | Tel: 613-633-6996  
(cell) Toll Free: 888-592-2213  
Email: [gail@renfrewcountyunitedway.ca](mailto:gail@renfrewcountyunitedway.ca)  
Website: [www.renfrewcountyunitedway.ca](http://www.renfrewcountyunitedway.ca)

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**2016**  
**Community Support**  
**Fund Proposal**

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



**2016**  
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**What is the purpose of your project?**

**What goals do you want to achieve?**

**How will you accomplish your goals and what is the timeline?**

**How will your project have a positive impact in your community?**

**Use this space to further explain your project or to make additional comments (if required).**



**2016**  
**Community Support**  
**Fund Proposal**

**Declaration and Signatures:**

*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.*

<p><b>Signing Officer #1</b> <i>If an Agency – must be a Board Member</i></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>	<p><b>Signing Officer #2</b> <i>If an Agency – must be CEO/Exec Dir/Mgr</i></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>
<p><b>Signing Officer #3</b> <i>If Partner Agency, must be a Board Member</i></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>	<p><b>Signing Officer #4</b> <i>If Partner Agency, must be CEO/Exec Dir/Mgr</i></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>
<p><b>Individual #1</b></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>	<p><b>Individual # 2</b></p> <p><b>Name (please print):</b></p> <p><b>Signature:</b></p>
<p><b>Date:</b></p>	<p><b>Date:</b></p>



**2016**  
**Community Support**  
**Fund Proposal**

**Project Budget: Revenues & Expenses**

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

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