

Grant Application Instructions

Deadline: January 29, 2019 at 1:00pm.

1. General Information

- a) An organization cannot submit more than one grant application for a community program. However, the application can cover more than one project within the organization.
- b) A program is an activity tailored to meet a specific need in the community.
- c) The grant is for a period of one year.
- d) Any organization receiving financial support from United Way agrees to publicly acknowledge such support and promote United Way on all documents relating to the project.
- e) The amount of the financial support allocated depends on the nature of the project presented, the number of proposals received, the donations collected.

2. Goals of United Way Investments

United Way invests in projects that align with its Focus Areas: All That Kids Can Be, Poverty to Possibility and Healthy People, Strong Communities. United Way's Priority Goals within these Focus Areas include:

- Improving the well-being of seniors by reducing the factors that lead to isolation and vulnerability while respecting their independence
- Ensuring children are healthy and resilient, and ready to learn
- Ensuring children and youth are engaged and active in their daily lives
- People experiencing mental health and/or addictions challenges have access to coordinated community-based supports
- Ensuring people in crisis have access to coordinated and immediate supports

3. Eligibility

All applicants must meet all the following criteria:

- Applicant must be a registered charity (with its own RR number)
- The organization must offer services within The County of Renfrew County and/or City of Pembroke.
- Applicant organization's primary focus and mandate must be within the social services sector
- Applicant must maintain a volunteer board that meets regularly
- Applicant must host an Annual General Meeting
- Applicant must have financial statements that have been audited by a licensed public accountant



Organization and projects not-eligible for United Way funding

- Research organizations
- Foundations, telethons, and other fund-raising organizations
- Projects whose goals are oriented solely toward competitive sports activities
- Projects whose goals are solely socio-cultural
- Projects with traditional activities such as scouting, seniors' clubs, social clubs etc.
- Projects with regular religious, scholastic, institutional, hospital-oriented activities, group activities such as school committees, pastoral councils, beneficiary committees, etc...
- Faith-based organizations that require an adherence to or promotion of a religious faith or political affiliation as a condition of receiving supports or services.

4. Budget

a) Capital investment from your organization

Please list the contribution in dollars from your organization in the project.

b) Donations in-kind from your organization

These items correspond to items that would normally be purchased and paid for by the organization and that are provided via a donation in-kind. These expenses must be evaluated at fair market value and clearly identified in the budget.

Examples of eligible in-kind contributions

- Services provided by volunteers. Provide details and explain the calculation method used (i.e. # hours of volunteer work at the market rate, \$12/hour based on the type of work). The total of in-kind expenses must equal the total of in-kind revenues.
- Donations of materials and supplies.
- Donation of space to carry out the project.
- Costs related to shared facilities, maintenance and to rental of computer services.
- Subcontracting and consultant fees are eligible if the subcontractor or the consultant supplies specific services for a particular project for which the applicant would otherwise have to pay the cost.
- Actual (reasonable) costs of traveling and lodging incurred in the course of travel related to the project, costs to be justified with proof.5.

c) Financial contributions from other collaborators

Please insert the monetary contributions from sources other than United Way in order for the program to be achieved.

d) Donations in-kind from other sources

Please insert contributions in kind from other sources than United Way. These expenses must be evaluated at fair market value and clearly identified in the budget.

e) Names of collaborators

List the names of other collaborators providing funds or in-kind contributions for this project

f) Contributions requested from United Way

Eligible Expenses

- **Salaries** paid directly to participants and related to activities that can be identified and measured separately as having been or needing to be executed within the scope of the project (technical or professional work)
- **Honorariums** paid out for professional services (i.e. to resource persons, experts, etc.) for work specific to the project
- Purchase of relevant **supplies and office equipment**, rental of equipment, purchase of office supplies (software, binders, ink cartridges, etc.)
- **Advertising** includes pamphlets, newsletters, signs, messages broadcast in the media, all directly related to the project
- **Communications** costs (internet, telephone lines, long distance calls)
- **Facilities** (rental of space)
- **Travelling expenses** related to the project incurred by volunteers and workers
- Initial **training** expenses directly related to the project
- **All other expenses** which do not fit in the above categories but are necessary to the carrying out of the project; it is imperative that the nature of these expenses be clearly identified.

Non-eligible expenses

Although the following costs may have been or may be reasonably incurred by the organization for carrying out the project, they are not eligible costs.

- The deduction of interest on invested capital, stocks, guaranteed bonds, bank loans and other investments, expected rebates and related financial charges
- Investment loss or loan payments
- Losses incurred by other projects or markets
- Federal or provincial income tax, taxes or surcharges for exceptional benefits or special charges to pay off un-achieved revenues
- Fines and penalties
- Unreasonable salaries for managers and employees
- Cost for elaborating products or improving products unrelated to the product acquired in accordance with the project
- All types of commercial dues

- Expenses related to business trademarks
- Property and building purchases
- Fees/salaries for lobbyists
- Compensation related to the administration or supervision of the project
- Development and maintenance fees
- Equipment

5. Submission Procedures

The grant application can be submitted via email (info@renfrewcountyunitedway.ca) or mail. If it is submitted via email it must be received by **January 29th at 1:00 EST**. An application submitted through mail be **postmarked by January 27th, 2019**.

- Completed grant application
- Your organization's most recent annual/activity report, your organization's most recent verified financial statement

6. Assessment Criteria

A grid with the following criteria is used when assessing each eligible application.

Alignment	Is the program consistent with the core mission of the applicant agency? Is there evidence of mission-drift?
Track record in successfully delivering programs supported by specific results	How successfully is the agency delivering other programs that it runs? Does the agency have a history of successful/unsuccessful programs? Are the programs similar (e.g. scope, scale, method, issue being addressed) to what is being proposed? Are the results provided specific and demonstrative of significant impact?
Capacity to deliver proposed program	Does the agency, including management and staff, have the ability and capacity (i.e. experience implementing/managing similar projects, etc) to deliver the proposed program? Includes volunteers?
Greatest Need, Greatest Impact	Does the description explain the specific need being addressed? Is there a clear description of who the specific target population is and how they would be impacted by the program? Is there a causal link between the described impact and the need? Is the impact realistic considering the scope of the program?
Program and Activities Description	Is the goal of the project clearly stated? Is there a clear link between the stated activities and the ultimate goal? Do the program and activity descriptions provide a clear picture of what the agency intends to do?
Vulnerable populations	Does the program serve vulnerable populations? Is the program targeting a geographic area that has large populations of individuals from vulnerable populations? • Are vulnerable populations a primary focus of the program?



United Way

**Renfrew County
Program is in partnership with
others**

	<p>Partnerships can be either informal (in-kind support, sharing of information, assistance with the evaluation process) or formal (signed partnership agreements, formal collaboration, etc). Is the applicant agency working in partnership with other organizations to implement this program? Have partner names been provided and roles defined? Is the nature of the partnership clear (current or future, formal/informal)? • If applicable - Is the description of why there will be (or are) no partnerships satisfactory?</p>
Geographic duplication	<p>Are there other programs in the same geographic area offering the same or highly similar services? • If duplication exists, is that duplication necessary to fill a gap in service?</p>
Sustainability plan in place	<p>Does the agency have a clear sustainability plan in place? • Are the plans to diversify the funding for this program realistic and achievable in a timely manner?</p>
Evidence of need	<p>Is the evidence presented relevant? Is the evidence clear and from a credible source?</p>
Evidence-based approach	<p>Is the relationship between the proposed activities and the anticipated results evidence-informed? • How well is the relationship articulated?</p>
Evaluation Plan Targets	<p>Are at least three indicators identified to measure the quantity and quality of services provided (e.g. clients served, hours of service, activities that took place, sessions held, pamphlets produced, etc.). Indicators are reliable and reasonable.</p>
Program has diverse funding sources (financial and in-kind)	<p>What proportion of the program budget is being requested from United Way? Is there a heavy reliance on United Way (or any other single funder) to run the program? • Is the program sustainable?</p>
Surplus	<p>Does the agency have a surplus in the amount required to reasonably run the program for which they are requesting funds?</p>
Expenses are comprehensive, realistic and efficient	<p>Does the proposal include all expenses related to the program? Are there any major expenditures that <i>should</i> be listed, but are not? Are the expenses realistic? Are the costs reasonable given the number of clients assisted? i.e. Are they true reflections of the cost associated with each line item? Are budget notes present and sufficiently detailed? • Are in-kind costs included?</p>