



Grant Guidelines and Guidebook for Applicants 2010

Your United Way of Greater Simcoe County (UWGSC) contact is:

Ligaya Byrch
Community Impact Coordinator
136 Bayfield Street,
Barrie, ON L4M 3B1
P. 705-726-2301 X 22
F. 705-726-4897

E. ligayab@unitedwaysimcoecounty.on.ca

Table of Contents:

Mission of United Way of Greater Simcoe County	3
The Funds	3
Funding Organizational Chart	3
Catchment Area	4
Granting Philosophy	4
Application Deadlines	4
Granting Criteria	5
Recognition	5
What United Way does not fund	5
How to complete the application	6
Part A Documentation Checklist	6
Legal Signatures	6
Agency Profile and Organizational Assessment	6
Diversity	7
Part B Program/Project Information	8
Budget	10
Application Assessment Process	11
Annual Review by Community Council	12
Appeal Process	12
Appendix 1- Legal Signatures	13
Appendix 2- Application Assessment	14
Appendix 3- Priorities and Outcomes	15

Mission of United Way Greater Simcoe County:

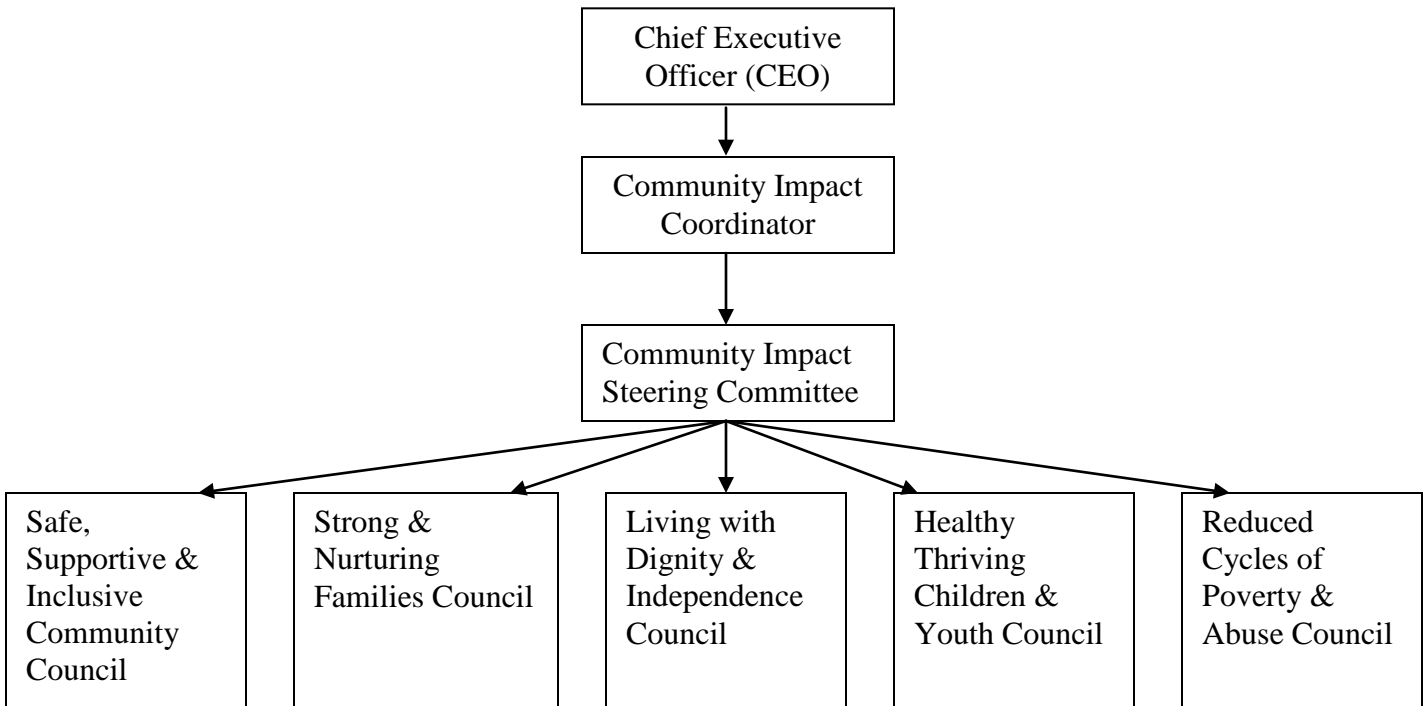
To inspire the people of Simcoe County to improve lives and build community through financial generosity and volunteer commitment.

The Funds:

Through annual fundraising campaigns, the United Way of Greater Simcoe County raises a million plus dollars within our community to be invested in human service issues. Two ways of investing fundraised dollars are through our smaller Community Impact Grants and through our larger, multi-year, Community Grants. These funding streams allow any registered charitable organization in our community, which meet our funding criteria, and funding priorities, to apply for funding from United Way.

Each of our funding priority areas is coordinated through a volunteer Community Council. Based on guidelines and criteria established through consultation and research activities, volunteers of each community council evaluate and review each application to ensure that United Way dollars are invested in ways that have the greatest impact on our community.

Funding Organizational Chart:



The Steering Committee are a group of community volunteers who oversee the whole funding process and serve to inform the policies and structures that are developed to help guide the funding cycle of the United Way.

Each Council is comprised of approximately 5 volunteers, representing all areas of Simcoe County, with an “expertise” in a given priority area. The Council will evaluate and recommend applications which should be considered for funding.

The Community Impact Coordinator is on hand to support and assist funded partners who are already receiving funds through United Way, or those seeking funding from United Way.

Catchment Area:

The geographical catchment area for the United Way of Greater Simcoe County is all of Simcoe County. In order to determine if your agency is eligible for funding from the United Way of Greater Simcoe County you can simply go onto the United Way of Canada website at www2.unitedway.ca and click on the Local United Ways tab. Next, in the selection boxes underneath the map, select postal code and type in your agency’s postal code in the box and press select. The search engine will then direct you to the United Way in your area.

Granting Philosophy (see Appendix 3, page 16):

United Way of Greater Simcoe County supports program activities in five priority areas:

- Safe, Supportive and Inclusive Communities
- Strong and Nurturing Families
- Living with Dignity and Independence
- Healthy Thriving Children and Youth
- Reduced Cycles of Poverty and Abuse

Activities must benefit the residents and communities of Simcoe County and/or surrounding area and contribute to the mission of United Way.

Application Deadlines:

Community Grants can look two ways	
<ul style="list-style-type: none"> • multi-year, maximum 3 years • Up to \$60,000/year • Distribution of funds April 1 • Based on fiscal year April1-March 30 • Annual financial and narrative report required for each year of funds • These funds support community-wide initiatives and collaborative 	<ul style="list-style-type: none"> • one-time • capacity building needs • Distribution of funds April 1 • Based on fiscal April1-March 30 • Summary report required at end of funding cycle • These funds are tied to an organizational assessment and stewardship framework to provide support to agencies in identified

partnerships	areas (i.e. strategic planning, board governance training. This funding would also support community trainings.
--------------	---

NOTE:

- Although the Community Grant suggests that this funding can be multi-year, multiple year funding may not be granted in all cases – please contact the Community Impact Coordinator for rationale
- Grants will not be made outside of the grant processing periods except in unusual circumstances and in response to demonstrated emergencies or special needs affecting the community at large.

Granting Criteria:

- Only organizations which have registered charitable status under the Income Tax Act or which have an established third-party sponsorship agreement that meets the above criteria are eligible for grant consideration
- All qualified applications are considered according to their merit and in light of the funds available for distribution
- Charitable organizations can receive one-time funding or, multi-year funding for major community projects
- Grant applications will be assessed without discrimination regarding gender, ethnicity, age, sexual orientation, creed, religion or disability. By the same token, the Community Councils will only accept applications from organizations that are free from discrimination based on gender, ethnicity, age, sexual orientation, creed, religion or disability

Recognition:

Grant recipients must identify suitable recognition opportunities of United Way funds through any community relations program available through the recipient organization (i.e. agency newsletter, media release, letterhead, program brochure).

What United Way does NOT fund:

- Capital campaigns
- Health-based issues
- Educational institutions
- Direct religious activities of religious groups or organizations
- Governmental (or affiliates) Agencies, Universities, Schools, Hospitals

How to complete the application:

Part A

Part A is to be completed by all applicants applying for funds in 2010 or who are applying for the first time. Once a relationship has been established with UWGSC, this part of the application will need to be revisited on regular intervals but not annually.

Documentation Checklist (located on page 3 of the application)

This section is a checklist which assists applicants with ensuring all aspects of the application are included with submission. Each document must be included for the application to be considered for funding, unless otherwise specified. All attachments can be sent as PDF files if your organization has the capacity to do so.

Legal Signatures (located on page 4 of the application)

The title or name of the program/project proposed should be the same as that described in Part B of your application.

The budget summary is taken from each year of requested funds as outlined in the budget section of your application (pages 14-16). The applicant should be using the Total Program/Project Costs they have outlined in each year of their proposed budget.

Further, this section of the application ensures that the Board of Directors of your organization is familiar with the application and that the agency agrees that they will need to accept the terms of funding outlined in the Memorandum of Agreement should the program/project get funded. (PLEASE REFER TO APPENDIX 1).

Agency Profile and Organizational Assessment (pages 5-8)

Asking funded partners to assess their organization is a new aspect to our funding process. There are a number of core areas in which non-profits should measure their competency. At UWGSC we are interested in the areas of Governance, Financial Management, Human Resource and Administrative Management, Program/Service Development, and Community Relationship.

Governance refers to roles and responsibilities associated with the Board of Directors and the ability of the board to meet its fiduciary responsibility. Further, governance is about the capacity of the board to understand and enact its role within the organization.

Financial Management is ensuring that the organization is creating, approving and expensing the annual budget within the policies, procedures and framework it has set out for itself and forecasting deficits and surpluses and building plans for sustainability.

Further, this competency refers to the organization's ability to meet the guidelines outlined by the Canadian Revenue Agency (CRA).

Human Resource and Administrative Management is ensuring the agency has met the minimum standards required by the Employment Standards Act, has a sustainability plan and that demand for service is accurately reflected in staffing complements. Further, that staff are appropriately trained, evaluated and are part of annual planning across the organization.

Program and Service Development should accurately reflect the needs of the community. Community and consumers of service should be a part of overall processes including development and evaluation.

Community Relationship is the agency's capacity and ability to work in collaboration and/or partnership with other agencies, community members, and all levels.

Questions 13-15 asks about policy and practice of your organization as it relates to issues of diversity. The UWGSC defines some of the key terms used in this section of the application below.

Diversity

Diversity is a broad term that refers to the variety of differences among people. Often used within the context of culture, education, organizations or workplaces it is used to refer to differences among individuals and groups. Diversity is commonly understood in terms of dimensions that include, but are not limited to race, age, place of origin, religion, ancestry, skin colour, citizenship, sex, sexual orientation, ethnic origin, disability/ability, marital, parental or family status, same-sex partnership status, gender identity, creed, educational background, literacy level, geographic location, income level, cultural tradition and work experience.

Inclusivity

The fact or policy of not excluding members or participants on the grounds of gender, race, class, sexuality, disability, etc.

Equality

Treating people the same based on the assumption that everyone is the same and has the same needs.

Equity

Treating people differently based on their different needs in order to ensure their equality of access.

Access

“the right or opportunity to reach, use, or visit; admittance”. (Oxford Dictionary, 9th edition)

Discrimination

Unequal treatment of people based on their membership in a group. In contrast to prejudice, discrimination is behaviour. To discriminate is to treat a person, not on the basis of their intrinsic individual qualities, but on the basis of a prejudgment about a group. Discrimination can be either de jure (legal as in segregation laws) or de facto (discrimination in fact without legal sanction).

Part B

Program/Project Information

Part B must be completed each time, by all applicants.

In this section your organization will be asked to provide a name for the program or project you wish to be considered for funding and a brief description of the program.

Next, under question 3, you will be asked to indicate which of the UWGSC priority funded areas your project falls under. For each of the priority areas there are a number of outcomes your organization will be asked to measure as an expectation of funding. The UWGSC will ask you to report on these measurements each year of funding. The outcome measurements will be used by UWGSC to provide a picture for our donors about the impact donor dollars have on the community. **(PLEASE SEE APPENDIX 3 FOR A LIST OF PRIORITIES AND OUTCOMES).**

Question four asks you to demonstrate need. In order to complete this question you will want to explore the data your organization already collects which describes or indicates the need for the proposed program, as well as any literature which supports your description of need.

Question 5 asks you to describe the target population(s) which the proposed program aims to reach. You can describe this population in terms of age and specific need for example, "Homeless youth aged 12-18 who are experiencing mental health issues."

Question 6 walks you through some of the program specifics such as number of full-time staff allocated to this work, number of volunteers and anticipated volunteer hours, the number of anticipated program participants and a breakdown of program participants by age.

Question 7 is a program work plan and/or logic model. The work plan or logic model captures the key areas of your program in a summative fashion. Below is a brief description of each of the areas outlined in the template provided on page twelve of the application.

A **goal** is an overarching principle that guides decision making.

e.g. Develop an understanding of careers in health education

An **objective** is specific and measurable, steps that can be taken to achieve the goal.

e.g. Find five job descriptions for health education.

Increase knowledge of core competencies in health education.

An **activity** is the work/action that you are going to undertake to achieve that specific objective.

The **output** is the number or quantity of an aspect of your work. For example the number of brochures distributed, the number of participants in a program, or the number of workshops held.

The **outcome** is the result of changes which have occurred as a result of the activity and/or program overall. Such changes might be in knowledge, awareness, skills, attitudes, opinions, aspirations, motivation, behaviour, practice, decision making, policies, social action, condition or status.

Indicators are the methods in which you know whether an outcome has been achieved or not. Therefore, the method of measurement is the means by which you will measure the outcome. The means can be either qualitative or quantitative, in the form of a questionnaire or evaluation or a focus group and simple open-ended questions.

Question 8 asks you to elaborate on how your proposed program contributes to the priority you selected under question 3.

Question 9 asks you to describe any anticipated risks or challenges that come with offering your proposed program and the services provided within that program.

Question 10 is specific to partnership/collaboration. To enable the funding process, partnerships/collaboratives must have a registered charity as a lead agency. Agency/collaboratives must be already established and functioning with demonstrated success. All members of the partnership/collaborative are expected to adhere to United Way's stated Values and Principles (refer to pages 3-5 of this booklet).

Lead Agency Roles and Responsibilities:

- Must meet the eligibility criteria for funding
- The Board of Directors of the lead agency must agree to accept funds in trust for the approved project. The lead agency agrees to release funds to the partnership/collaborative according to an agreed payment schedule.
- Unless, otherwise authorized by United Way, funds must be spent as specified in the Funding Agreement.

- The lead agency is financially accountable to United Way for all funds received. Upon project completion, the lead agency's audited financial statement must be provided to United Way, clearly identifying the flow of United Way funding for the project.
- The Lead Agency will provide as an Addendum to their application a copy of a completed Partnership Agreement. A copy of a template can be requested from the Community Impact Coordinator.

Question 11 Budget:

A. Wages and Benefits:

The costs related to wages must be broken down on the basis of an hourly rate. Budgets based on per diem rates for salaried employees will not be accepted. Please estimate the number of hours each person will be contributing to the project and the hourly rate of pay.

Mandatory Employment Related Costs (MERCs)

Are paid to employees, including Canada Pension Plan, Employment Insurance, vacation pay, worker's compensation and must be calculated and shown separately from wages. This category may also include Supplementary Benefits that the employer provides to employees (i.e. dental and medical insurance).

B. Program/Project Activity Costs

Professional Fees

This category includes fees paid to an individual or firm for expert services such as research, project evaluation, web and/or graphic design, facilitating workshops, mass printing contracts, contracts with communications firms, advertising/marketing, and translation. In general, contractors and sub-contractors will provide expertise and/or services that are not available within the applicant's organization. Identify the services to be provided and their cost including per diem rates. Individuals receiving a salary from the applicant organization are not eligible to be paid as contractors and they must be included under Wages and Benefits.

Travel and accommodation

This category includes meals, accommodations, transportation and incidentals for program/project staff and for all contractors. When forecasting your travel costs, it is important to ensure that they are reasonable and that the travel is required to carry out program/project activities.

C. Capital Costs

This includes any single item or composite of assets with a purchase of value of \$500 or more (including taxes) not physically incorporated into another product or not fully

consumed by the end of your program/project (e.g. a laptop or desktop computer with a keyboard or mouse).

D. General Project Costs

Printing, Materials and Supplies

Include office supplies, as well as supplies for the program/project events/activities (e.g. pens, paper); information technology supplies (e.g. data sticks); printing supplies if the printing is completed internally (e.g. paper and ink); small printing costs/photocopying; and courier services.

Rent, Utilities and Phone/fax

Include costs for renting/leasing space required for the program/project; the portion of the utility services that relate to your project; and telecommunications.

Equipment: rental

This could be the rental of a computer, or piece of equipment required for the length of the project such as a rotor-tiller for a community garden or a van for distributing food.

Ineligible expenses include:

- Costs incurred in the preparation of the proposal
- Fees of any kind, including contingency fees, used to pay third parties assisting the applicant in obtaining funding
- Project costs incurred before an agreement is approved and signed
- Purchase of real property or renovations to buildings
- Entertainment costs
- Memberships
- Fines or penalties
- Depreciation on fixed assets and the cost of purchase of motor vehicles

Application Assessment Process

The method in which your application will be assessed is as follows:

- Your application is received by the Community Impact Coordinator who reviews it to ensure all parts of the application are received and legible to the Impact Council members
- Your full application is then passed to the Community Impact Council for review
- The Council reviews your application using the Application Assessment template (see Appendix 2)
- Each application will be given an assessment which will be a Low, Medium or High evaluation of the application

- **Assessment Overview**

Low	will receive a notice that they have not adequately met the funding requirements and will not be suggested for funding
Medium	will receive a notice that the application met most of the funding requirements but there might be the need for clarification or changes before final approval can be granted
High	will receive a notice that funds have been approved and the agency will be required to complete a funding agreement in order to allow disbursements of funds

Annual Review Process

The annual review will only take place for multi-year funded applicants. The review process will be conducted by the council members. This review process will use the same template as discussed above. **(PLEASE SEE APPENDIX 2 FOR COPY OF TEMPLATE).**

Appeal Process

The UWGSC does not allow for an appeal process. However, we provide any applicant with a copy of their application assessment should they request a copy in writing.

Appendix 1

Legal Signatures

Summary of Program/Project Funding Request

Title of Proposed Program/Project

Amount of Funding Requested by Fiscal Year:					
Fiscal Year	Cash to be paid or contributed by the Applicant and any other funding partner			Costs to be funded by UWGSC	Total Cost
	In-kind	Cash	Other funders		
2011-2012					
2012-2013					
2013-2014					
Total					
Duration of proposed project/program	From	April 1, 2011	To	March 31,	

This submission was approved by our Board of Directors at a meeting held on:

Please check () the following:

- We certify that, to the best of our knowledge, the information provided in this application is accurate, complete and endorsed by the organization we represent.
- We acknowledge that if this application is approved, **(Name of Agency)** agrees to comply with the UWGSC Memorandum of Agreement for funding.
- We acknowledge that we must adhere to UWGSC funding campaign roles and responsibilities, including actively participating in campaign, special events and Funded Partners Meeting, and placement of UWGSC logo on appropriate materials.

We recognize that circumstances may arise which may require UWGSC to adjust the funding which is the subject matter of this application even after it has been approved and finalized, and we agree to be bound by its decision in that regard.

UWGSC representatives are authorized to discuss this multi-year, Community Grant Application with other funders and partners named herein.

Sincerely,

President/Chair or Treasurer

Executive Director

Print Name and Title

Print Name

Date

Date

Appendix 2

Application Assessment

Organization Name	
Program/Project Title	
Request Amount	
Length of term in months	
Reviewer	
Date of Review	

Rating: Excellent=High; Good=Medium; Adequate=Low; Poor/not adequate=0

A. Organizational Review	Rate (H, M, L)	Brief comments, where relevant
Relevant mandate		
Governance (size/appointed/elected)		
Organizational structure/management (ability to meet core competencies-Human resources, strategic planning, risk mitigation, have a plan to overcome challenges, if any).		
Accessibility and Diversity		
Financial Management (internally prepared/externally prepared/audited)		
B. Program/Project Application		
Clear, concise description of program		

Identified priority area and outcome measurement		
Significant need for funding		
Evidence of ability to carry out		
Provides a link between activities and community impact priority and outcome measurement		
Sustainability or lasting impact		
Proposal addresses priority area(s)		
Partnership or collaboration is clearly identified and includes a MOU or Partnership Agreement		
Program Budget meets criteria and proposed program is consistent with budget		
High, medium or Low		

Describe what was done well in the application?

Describe areas for improvement in the application?

Appendix 3

Priorities and Outcomes

Select the priority your program meets and the outcomes your program will measure.

<input type="checkbox"/> Safe, supportive & Inclusive Communities	<input type="checkbox"/> Identification and reporting of abuse, especially for vulnerable populations like children, youth, seniors, and immigrants (what it is and how it is reported by front-line staff) <input type="checkbox"/> Holistic and coordinated responses and supports to abuse <input type="checkbox"/> Appropriate referrals <input type="checkbox"/> Education and/or skills development <input type="checkbox"/> Employability skills <input type="checkbox"/> Volunteerism <input type="checkbox"/> Civic Engagement Other (please specify)
<input type="checkbox"/> Reduced Cycles of Poverty	<input type="checkbox"/> Basic Needs are met <input type="checkbox"/> Access to safe affordable housing <input type="checkbox"/> Access to safe water <input type="checkbox"/> Access to nutritious food <input type="checkbox"/> Increased safety and stability for individuals and families living in vulnerable communities to prevent crisis and to regain and maintain stability Other (please specify)
<input type="checkbox"/> Strong & Nurturing Families	<input type="checkbox"/> Safe home environments, free from violence <input type="checkbox"/> Families have their basic needs met <input type="checkbox"/> Increased number of children have access to basic needs <input type="checkbox"/> Healthy behaviour for youth at risk <input type="checkbox"/> Accessibility to services for families needing to support children in the preschool and elementary school years <input type="checkbox"/> Parenting knowledge, skills, and resources <input type="checkbox"/> Skills to develop better relationships with family members <input type="checkbox"/> Resources to more families to increase the capacity to care for one another <input type="checkbox"/> Positive social skills to succeed, self-esteem and confidence of youth <input type="checkbox"/> Youth engagement in community, school and learning Other (please specify)
<input type="checkbox"/> Healthy Thriving Children & Youth	<input type="checkbox"/> Services are available at a neighbourhood level and responsive to neighbourhood needs, especially vulnerable neighbourhoods <input type="checkbox"/> Neighbourhoods have diverse groups that are connected and working together to take action <input type="checkbox"/> Volunteerism and civic engagement in the community

	Other (please specify)
<input type="checkbox"/> Living with Dignity & Independence	<input type="checkbox"/> Access to services based on individual needs, when and where they are needed, including respite care <input type="checkbox"/> Reduced poverty amongst seniors and disabled <input type="checkbox"/> Reducing poverty for persons with disability <input type="checkbox"/> Reduced stigma of mental health issues <input type="checkbox"/> getting individuals more active physically and socially <input type="checkbox"/> Reduced addictions and mental health amongst individuals <input type="checkbox"/> Enhance skills of parents, caregivers, and family members to appropriately support children, youth and adults with disabilities <input type="checkbox"/> Social supports and strengthened support networks for persons with disabilities and caregivers <input type="checkbox"/> Education and awareness for front-line workers about disability issues <input type="checkbox"/> Earlier intervention, support and access to services <input type="checkbox"/> Social supports and reduced isolation for seniors and caregivers <input type="checkbox"/> Access to services for persons with disabilities including support and education for caregivers, family members and elderly parents <input type="checkbox"/> Awareness of mental health issues <input type="checkbox"/> Volunteerism <input type="checkbox"/> Community awareness and sensitivity to disability issues <input type="checkbox"/> Participation of persons with disabilities in recreational, social, cultural and daily activities <input type="checkbox"/> Autonomy and improved quality of life for persons with disability and seniors <input type="checkbox"/> Participation in recreational, social, cultural and daily activities for persons with disabilities and seniors <input type="checkbox"/> Emotional and mental health of children, youth, adults and seniors Other (please specify)