

United Way of Colchester County- Small Project Possibilities Fund Application Form - 2018

Purpose

The Small Project Possibilities Fund (SPPF) supports programs, events, and other projects that align with United Way of Colchester's 3 focus areas, as well as areas identified in our December 2016 Strategic Plan.

Eligibility

The SPPF is for new, one-time, small projects. Applicants must be a Registered Charity, or Non-Profit sponsored by a Registered Charity. Previous or currently funded agencies may apply provided they are in "good standing" with United Way of Colchester for any prior year's projects. Non-profit organizations without a Canadian Charitable Registration Number require a Sponsor Agreement from a registered charity in order to receive funding support. Contact us for details prior to completing an application.

Contribution Guidelines

- Small Project Possibilities Fund grants are available throughout the fiscal year to a maximum of \$500 per agency. For this initial year, the total fund available is a maximum of \$5,000.
- Funding is set to one grant per year, per agency.
- The grant cannot be combined with any United Way of Colchester funded program or impact grant.
- Project activities and expenses incurred prior to approval by UWC are not eligible.

Examples of eligible expenses

- Supplies that are specific to the project
- Program administration supplies
- Events with the focus on program and information sharing including facility rental, equipment rental and supplies
- Consumable items (ex. supplies, food)

Examples non-eligible expenses

- Salaries, and ongoing operational expenses including legislated services, debt reduction or deficit funding
- Computers, equipment, or other capital assets
- Fundraising events, or sporting events
- Projects that duplicate services
- Flow through funding (a project that intends to fund a third party)
- Medical research

Application procedure and process

- Applications can be submitted throughout the calendar year and at least 4 weeks prior to a UWC Board Meeting.
- Applications are reviewed by staff and submitted to the Board of Directors for a decision to approve or not approve.
- All applicants will be notified regarding the status of their applications within 60 days of submission.
- Funding Agreements will be prepared and signed following funding approval.
- Project funds will be disbursed once a project report and financial summary has been submitted and approved by United Way of Colchester.
- Projects must be completed within 90 days of funding approval unless agreed to in writing otherwise.

Contact us prior to completing the application if you have any questions. Complete the application form and sign it, or have it signed by authorized Officers of your Organization and those of any partner agencies.

Attach any additional documentation that supports your project proposal.

Submit the signed application package by mail, hand delivery or email a pdf including a Read Receipt to:

United Way of Colchester County
90 Esplanade, Suite 2
P.O. Box 32
Truro, NS, B2N 5B6

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

Terry Hearn, ed@colchester.unitedway.ca or 902 895-9313

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I. Organization Information

Agency/Organization Name	Charitable Registration Number or that of your sponsoring organization
Mailing Address (include postal code)	
Public Telephone #	
Primary Contact Person:	Position within Organization:
Email Address:	Website:
Total Amount of Funding Requested Maximum is \$500 per agency per year (do not include any HST rebate):	Date of Application:
Please indicate where the project will be delivered. I.e. what community and specific location.	
Have you received funding (program funding, impact grants, etc.) from United Way of Colchester County previously? If yes when was the last time?	

II. United Way of Colchester County and your project/program

United Way focuses its funding to invest in resources that impact key issues in Colchester County to allow us to make a measureable difference in the community.

<p>Please select all of the following focus areas that reflect your project/program:</p> <p><input type="checkbox"/> From poverty to possibility</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Moving people out of poverty</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Meeting basic human needs (e.g. food, shelter, jobs)</i></p> <p><input type="checkbox"/> Healthy people, strong communities</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Improving access to social and health related support services</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Supporting resident and community engagement</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Supporting community integration and settlement</i></p> <p><input type="checkbox"/> All that kids can be</p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Improving access to early childhood learning and development programs</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Helping kids do well in school and complete high school</i></p> <p style="padding-left: 20px;"><input type="checkbox"/> <i>Making the healthy transition into adulthood and post-secondary education</i></p>
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III. Supporting Documentation

All supporting documentation must be included with your application or it will not be processed. Please check off all documents that you have included.

- Budget, if not able to fit in the allocated space in Section VI
- Copies of quotes for project assets – see Section VI of application
- Financial Statement from last completed fiscal year and year-to-date for current fiscal
- If required, research on community need for project/program
- Other information that may support the application (optional)
- Sponsor Agreement - Non-profit organizations without a Canadian Charitable Registration Number require a Non-Profit Sponsor Agreement – contact us for details

Please note – additional information may be requested upon review of the application.

IV. Project Information

Project Name/Description

What is the purpose of your Project?

What goals do you want to achieve by offering this project?

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

What are the start and end dates for your project?

How will you evaluate your project? How will you know it is a success? (e.g. surveys, interviews, number of participants).

V. Community Partners/Collaboration Opportunities

United Way of Colchester County believes in mobilizing collective action and inspiring people to come together to make a lasting difference in Colchester County.

Please identify current organizations involved in this project and other organizations that could potentially collaborate to create this project and what their roles would be.

Volunteers can be vital for non-profits to ensure a project succeeds. Please indicate the projected number of volunteers you envision being involved and their role in the project.

