 **United Way of Adams County**

 123 Buford Ave., P.O. Box 3545, Gettysburg, PA 17325

 www.uwadams.org

 717.334.5809

**2020 Program Funding Application Instructions and Check-List**

**Education, Income, Health**

United Way of Adams County invests in three focus areas - - education, income (financial stability), and health.

All applications must relate to one or more of these areas.

Application and eligibility details also available on www.uwadams.org.

***Please be sure to submit all of the following items, including this checklist.***

|  |
| --- |
|  |
| **Program Funding****Application** | [ ]  Submit 1 signed, printed copy to 123 Buford Ave., Gettysburg, PA 17325  |
|  |
| **Attachments**Submit 1 copy of each*Please include this completed checklist with application.*  | [ ]  IRS Tax determination letter[ ]  Most recent financial audit[ ]  IRS 990 or 990EZ that matches the same year as the completed year audit[ ]  Current Pennsylvania Bureau of Charitable Organizations registration [ ]  Current list of Board of Directors names and addresses How often do they meet?       [ ]  Organizational and Program Budget Form |

Application will be evaluated on the following:

* Program need ● Program results/Community impact
* Financial review ● Organization’s management and governance
* Ability to demonstrate financial need ● Application clarity and thoroughness
* Quantitative goals

Missing or incomplete documentation may result in the rejection of your application. Do not include a cover letter or brochures. APPLICANTS MUST USE THE FILLABLE MICROSOFT WORD GRANT APPLICATION FORM AND STAY WITHIN CHARACTER COUNTS PROVIDED.

**MUST BE RECEIVED BY 4:30 P.M., TUESDAY, OCTOBER 15, 2019**

**Questions:** 717-334-5809 or vcorbett@uwadams.org

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**2020 PROGRAM FUNDING APPLICATION**

**Section I – Contact Information**

|  |  |
| --- | --- |
| **Organization Name***Must be same name that appears on IRS Form 990* |  |
| **Mailing Address** |  |
| **City, State, ZIP Code** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail Address** |  |
| **Website** |  |
| **First & Last Name***Person Responsible for this Grant* |  |

**Organizational Mission:**

**Section 2 – Program Title, Amount Requested, Certification**

**Program Name:**

**Program Focus Area(s):** **[ ]** Education [ ]  Income (financial stability) [ ]  Health **Amount Requested: $**

1. In compliance with the USA PATRIOT ACT and other counterterrorism laws, we certify that all United Way of

 Adams County funds will be used in compliance with all applicable anti-terrorist financing and asset control laws,

 statutes, and executive orders.

2. We certify that an active and responsible governing body directs the organization named in this application whose

 members have no material conflict of interest and who all serve without compensation; that publicity and

 promotional activities are based on actual programs and operations; and that the organization is chartered or

 incorporated under State of Pennsylvania.

 **We certify that the information provided for this application is true and accurate:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Organization Executive Signature Printed Name** **Date**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Organization Board Chair Signature Printed Name** **Date**

**Section 3 – Narrative**

**Please provide the following relevant organizational and program information.**

 **1.** Name and provide a brief description of the specific program for which funding is being requested.

**1,000 Character Maximum**

 **2.** Please respond to the following as relevant to your program funding request.

 A. Explain why services are needed

 B. Identify your target population and how you determine eligibility

 C. Identify any fees charged to clients

 D. Describe service(s) that are provided and in what amount

 E. Identify all resources dedicated to the provision of service (i.e. personnel, equipment, facilities, etc.)

 F. Identify any collaborations and/or partnerships that you have established to directly support the program

 **3.** List 3 specific measurable goals for your program.

 **2,500 Character Maximum**

4. Describe the intended use of United Way of Adams County funding and how this funding would help you meet your program(s)
 goals.

 **2,500 Character Maximum**

 5. If the grant is partially funded, what is the plan to make up the difference?

 **2,500 Character Maximum**

6. How do you evaluate your work? What kind of a tool(s) do you use to measure the outcomes for your target population?

 Describe your outcomes.

 **2,500 Character Maximum**

 7. List other programs/services that your organization provides.

 **1,000 Character Maximum**

**Section 4 – Data**

 1. Calculate and explain the unit of service cost for the program using Budget Page and Client Data (below).

 Total actual expenses for last complete fiscal year

 DIVIDED BY

 Total number of participants served with a specific service in that same fiscal year

 EQUALS

 Unit of Service Cost

 If the program includes different components, you may need to calculate more than one unit of service cost to

 account for different types of service. The total actual expenses of all multiple calculations should total the

 amount of actual expenses reflected on your budget page for your most recent completed year.

 Example: $1000 divided by 250 participants for 1 hot meal = $4 per meal

 Example: $1000 divided by 10 clients to attend 10 sessions each of counseling services = $100 per client

 **2,500 Character Maximum**

 2. List number of clients served by zip code:

 **2,500 Character Maximum**

3.Percent of clients: Male      % Female       % Estimate [ ]  ***or*** Actual [ ]

 4. Percent of low-income clients (200% of poverty or less):       % Estimate [ ]  ***or*** Actual [ ]

 5. Indicate the age range of clients that you serve (target population).

 0-5 years       %

 6-18 years       %

 19-59 years       %

 60+ years       % Estimate [ ]  ***or*** Actual [ ]

**Section 5 – Impact Stories – Must be current stories from within the last year**

Provide **3 success stories**. These are narrative descriptions of programs participants’ success. The stories should be about an actual person, not a program composite. This information helps reviewers better understand your program and its outcomes. ***Protect your client confidentiality by changing names and details.*** Stories may be shared with the community.

**Success Story 1**

**1,250 Character Maximum**

**Success Story 2**

**1,250 Character Maximum**

**Success Story 3**

**1,250 Character Maximum**