

## Guidelines for Community Service Organizations Applying for the Community Fund Application - UNRESTRICTED/GENERAL OPERATING SUPPORT (GOS)

United Way Waterloo Region Communities (United Way WRC) is pleased to provide support to local community service organizations that provide important community support to vulnerable community members. Applications are made available and reviewed locally. Our aim is to make this application process simple.

GOS is unrestricted funds to support an organization's ability to achieve its mission overall. This type of grant is flexible and allows grantees to allocate funds towards self-identified organizational priorities in order to develop and strengthen their internal systems.

### About United Way Waterloo Region Communities

United Way Waterloo Region Communities is dedicated to helping people live better lives in every one of the seven communities we serve. We are fundraisers who support a network of agencies whose programs and services are locally focused, informed, connected, and deeply invested in helping people reach their full potential.

### Timelines

|                                     |   |
|-------------------------------------|---|
| February 16 <sup>th</sup><br>2021   | Launch of the Community Grants<br><a href="#">GOS Application</a> |
| March 5 <sup>th</sup> 2021          | Applications close at 4pm.  |
| End of<br>March/Early April<br>2021 | Application decisions communicated to applicants                  |

## Eligibility

Organizations may seek Community Grant funds acting alone, or as part of a partnership. Organizations may also seek funds for more than one service. Separate requests should be completed for each service.

### The Applicant:

- is a registered charity in Canada, or other qualified donee. The Qualified Donee\*\* includes: registered charities; registered Canadian municipalities; registered municipal or public bodies performing a function of government in Canada.
- maintains a volunteer Board of Directors that meets regularly,
- hosts a public Annual General Meeting,
- has financial statements that have been audited by a licensed public accountant (or financial review/review engagement for charities with annual revenues less than \$250,000),
- grants permission for this application and contact details to be shared with other funders for funding consideration and coordination.
- demonstrates your organization is working toward building equity and inclusion within your workplace, your Board, and in your program delivery.

\*\*If your organization is not a registered charity or otherwise a qualified donee, a sponsoring organization is required to accept payment on behalf of the applicant.

## Sponsoring Organizations

Should your organization require a Sponsoring Organization as part of your application submission, please note the following:

### The Sponsoring Organization:

- Must be a registered charity.
- Will provide a letter in support of the applicant's application, and acknowledging their role as sponsor.
- Must Sign off on the application: SECTION 5 – AUTHORIZATION AND CONFIRMATION page
- Will Sign off on the Funding Agreement along with the applicant, if the application is successful.
- Will accept payment on behalf of the applicant, if the application is successful and disperse funds to the applicant.
- Will be responsible for repayment/partial repayment of funds allocated should the program or project not be carried out.

Please contact United Way WRC staff for additional details and requirements of this type of arrangement.

### Application Rollover

If you applied for the General Community Fund in a previous quarter, and would like to roll over this application for consideration this round please contact United Way WRC staff.

This option is available for both applications that were successfully funded and those that were not.

Please note that applications rolled over in this manner cannot be edited in whole or in part. A separate online form link will be provided so that any updated information concerning this application can be included as part of the review process.

### Organizational Profile

Community Service Organizations seeking to apply for the Community Fund for General Operating Support will be asked to provide details about the mission and mandate of the organization, primary activities including location of service delivery in Waterloo Region, and total number of people served across the entirety of the organization.

Key financial information must be provided including an audited financial statement, or review engagement; as well as the organization's annual income and information on endowments and reserve funds. This is to assess the current health of the organization as well as any challenges it may be experiencing.

Details on the Strategic Plan or development of same are to be provided. This is to assess the relationships between goals of the organization and its stated mission mandate and corresponding activities.

Primary service areas addressed by the organization are to be selected from the following:

- *Basic/Essential Needs* (e.g. food, shelter, safety, essential skills)
- *Mental Health*
- *Isolation* (e.g. inclusion and belonging work, settlement, anti-discrimination, etc.)

## Proposal

The funding proposal for General Operating Support will include the following:

- Context that addresses organizational challenges and how they are being addressed;
- Relationships, including key collaborations with other organizations or networks that support the work of the organization;
- Evaluation processes that determine the success of the organization's services and demonstrate impact to the community; and
- What would be needed to facilitate organizational sustainability?

## Grant Request and Financial Information

### Eligible Expenses for Community Fund:

All expenses must be incurred by June 30<sup>th</sup>, 2021. **The term of funding for each grant is 3 months. Agencies are eligible to apply for the same expenses for each quarter.**

Eligible expenses include wages and benefits, professional fees, travel and accommodations, materials and supplies, printing and communication, equipment rental/lease/maintenance, administration costs, capital costs, and disability support for staff. Purchase of lands or buildings, and any expenses that are covered by another funding source, are ineligible.

Reserve Fund information and the most recent audited financial statements are to be provided. This information will be kept on file and updated as necessary by the applicant for future application periods.

If you have questions or need support in completing this application, **please contact:**

- Brian Kamm, Manager, Community Investment  
[bkamm@uwaywrc.ca](mailto:bkamm@uwaywrc.ca)  
519-888-6100 ext. 209

OR

- Nancy Bird, Senior Director, Community Investment & Engagement  
[nbird@uwaywrc.ca](mailto:nbird@uwaywrc.ca)  
519-888-6100 ext. 204