

## Guidelines for Community Service Organizations Applying for the Community Fund Application – PROGRAM/PROJECT

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.

This document summarizes guidelines for community service organizations seeking to apply for the Community Fund through United Way Waterloo Region Communities for the purposes of a specific program or project.

### 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> 2021	Launch of the Community Fund <a href="#">Program/Project Application</a>
March 5 <sup>th</sup> 2021	Applications close at 4pm
End of March/ early April 2021	Application decisions communicated to applicants

### Eligibility

Organizations may apply to the Community Fund individually, or as part of a network/partnership. Organizations may also seek funds for more than one program/project. Separate requests must be completed for each.

#### 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. A revised program/project budget is required.

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

## Service Information

Community Service Organizations seeking to apply for the Community Fund for a specific program or project will be asked to provide details including a clear description of the project or program proposed, the need being met, who will benefit, and how you will know this difference is being made. A budget, the services and activities they propose, the vulnerable populations these services will reach, and where the services will be delivered within Waterloo Region are also required.

The Community Fund will provide financial support for community services that:

- Address **ONE** of the following Service Areas:
  - *Basic/Essential Needs* (e.g. food, shelter, safety)
  - *Mental Health*
  - *Isolation* (e.g. inclusion and belonging work, settlement, anti-discrimination, etc.)
- Serve one or more vulnerable groups:  
Children and youth; Seniors and elders; People experiencing homelessness; People with low income or living in poverty; People living with mental illness; People struggling with addiction; Persons with disabilities; People experiencing violence; Prison populations; Indigenous; Racialized populations; Members of LGBTQS+ communities; and Newcomers

- Will be carried out with a reasonable budget before June 30<sup>th</sup>, 2021 (**Note that this application is for one quarter only.** The program/project may extend beyond this funding term.)

## Grant Request, Budget, and Financial Information

### Eligible Expenses for Community Fund:

All budget items must be project-related and 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