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.

NEW for October – December 2022

Forever Fund Grant Available:

The Forever Fund is a donor directed fund. A total of $42,900 is available through the 2022 Forever Fund grants to be distributed to programs and/or organizations that are working in the areas of Mental Health Supports for Children & Families ($26,200) and Innovative Initiatives for Seniors at Risk ($16,700). If you would like to be considered for these grant amounts alongside your General Community Fund application please indicate this in your application (questions 4.1.7 - 4.1.9).

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 for the funding quarter October - December 2022

July 15th , 2022	Launch of the Community Grants
August 5th, 2022	Applications close at 4pm.
Early September	Application decisions communicated to applicants

Eligibility

- o Organizations may apply to the Community Fund individually, or as part of a network/partnership.

The Applicant:
- is a registered charity in Canada, or another qualified donee. The Qualified Donee** includes registered charities; registered Canadian municipalities; registered municipal or public bodies performing a function of government in Canada. https://www.ic.gc.ca/eic/siTe/cd-dgc.nsf/eng/cs05010.html
- maintains a volunteer Board of Directors that meets regularly (please include: Board members Name, term, and area of expertise. Contact information is not required).
- 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) Refer to Financial Statements and Review section on the Government of Canada site
- 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 6 – 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.

Organizational Profile & Areas of Service

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, the unrestricted percentage of the organization's annual funding, information on endowments and reserve funds, major sources of revenue, meaningful shifts or changes in current funding sources, anticipated funding changes in the next 3 years, how many months of operating cash or cash equivalents does the organization currently hold, current financial challenges and budget concerns, and what would need to change in order for the organization to feel financially secure. This is to assess the current health of the organization as well as any challenges it may be experiencing.

Strategic Plan

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. The following is to be included:
- Current strategic plans
- Strategic plan goals
- Description of how current programs/services are designed to achieve such goals
- Changes to recent mission-related activities (in the last 12 months)
- Description of how the organization is working toward building Anti-Oppression, equity and inclusion within the workplace, the Board, and in program delivery
    - Recommended resources:
        - Access for Ontarians with Disabilities ACT (AODA)
        - Truth and Reconciliation: Calls to Action
        - How to Promote Racial Equity in the Workplace (hbr.org) (Article)
        - Writing a Diversity and Inclusion Statement (Article)
        - LGBTQ2+ Terms Reference and Media Style Guide

The Community Fund will provide financial support for organizations that:
- Address **ONE** of the following Service Areas (Basic Needs; Mental Health; OR Social Isolation)
- Address **ONE** of the associated Issue Areas within the selected Service Area. Multiple example activities are provided for each Issue Area. These examples are not exhaustive.

NOTE: United Way WRC recognizes that organizations frequently work in more than one Area of Focus or Issue Area. Please select ONE Area of Focus and ONE associated Issue Area for purposes of clarity during allocations and reporting processes.

1. *Basic Needs*

Issue Areas

a. *Food Security*: e.g., distribution of food products/hampers/hygiene products; access to fresh, culturally appropriate food; programs that teach food related skills, etc.

b. *Housing & Homelessness*: e.g., Homelessness prevention/housing retention, emergency shelter, finding & securing housing, advocacy, supportive housing, and services/supports to people experiencing/at risk of homelessness, etc.

c. *Personal Safety or Wellbeing*: e.g., supports & services related to abuse/assault (sexual, physical, emotional), current/historical trauma for people experiencing oppression, including Black, Indigenous, Racialized, 2SLGBTQ+, people with disabilities, immigrants/refugees, etc.

d. *Employment/Essential Life Skills & Supports*: e.g., education or practice of employment related skills; education or practice of essential life skills such as literacy, financial literacy, or provision of products that address essentials skills etc.

2. **Mental Health**

Issue Areas

a. *Education:* e.g., education workshops for people experiencing mental health challenges, family members, friends, or professionals; broader public education *efforts to address stigma and promote understanding*

b. *Crisis Support:* e.g., walk-in, ongoing or crisis counselling supports, via professional or peer supports etc.

    c. Prevention: e.g., one to one or group counselling that builds capacity, via professional or peer related supports, etc.

3. Social Isolation

Issue Areas

    a. *Building/Maintaining Social Connections*: e.g., provision of social opportunities; providing space for individuals to connect; building capacity for individuals to build connections with others in a culturally appropriate manner, etc.

    b. *Access to Services*: e.g., implementing changes to service delivery to ensure accessibility for oppressed groups; providing client advocacy/capacity building to support accessing other services or supports, etc.

    c. *Leadership Development & Capacity Building:* e.g., providing leadership training or opportunities for practice; volunteer recruitment, training, or opportunities; mentorship, etc.

Proposal

Key questions below. Refer to Appendices for a full copy of questions and additional instructions.

- How much funding is being requested
- What will this funding allow the organization to do or what difference will this funding make to the organization
- What gets in the way of the organization achieving its mission
- What short and long-term strategies, if any, had been identified for addressing these obstacles
- What collaboratives/networks is the organization actively involved in and why
- How the effectiveness of the organization is tracked and measured
- A summarization of key findings and/or results the demonstrate the organization's impact. Please be as specific as possible, including statistics that demonstrate the impact of your organization. (e.g. 85% of clients experienced decreased distress levels following counselling). Avoid use of client satisfaction data (e.g. 90% of clients were happy with the services provided), or very high level, summary impact (e.g. Most clients improved in self-esteem).

Grant Request and Financial Information
Eligible Expenses for Community Fund:

Funding applications and allocations are provided on a quarterly basis at a maximum request of $50,000. Allocated funding may be carried forward into subsequent quarters, but should be spent within one year of allocation.

If the funding requested in this application will cover service delivery beyond the current quarter, please reflect these dates in 4.1.3 and 4.1.4 as well as providing any additional context to address this service delivery time frame.

It is understood that intended service delivery will be impacted and require updates to plans as outlined in the application (question 4.1.2) if funding at less than the requested amount is provided.

Please provide a *brief* summary of how deliverables will change based on scenarios where a portion of requested funds is provided i.e. at 80%, 50% and 25% of funding as requested in 4.1.1.

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**:

- Amanda Melnick, Senior Director, Impact and Stewardship
  amelnick@uwaywrc.ca
  519-888-6100 ext. 210

  OR

- Brian Kamm, Manager, Community Investment
  bkamm@uwaywrc.ca
  519-888-6100 ext. 209

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General Community Fund - General Operating Support Oct - Dec 2022

Last Saved At: Thursday, July 14th 2022, 1:34:22 pm

IMPORTANT: This form CAN be saved and edited later.

An application guide - as well as key application and communication timelines - can be found under our Funding Opportunities tab on our website: https://www.uwaywrc.ca/what-we-do/funding-opportunities/

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.

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Funding applications and allocations are provided on a quarterly basis at a maximum request of $50,000. Allocated funding may be carried forward into subsequent quarters, but should be spent within one year of allocation.

If the funding requested in this application will cover service delivery beyond the current quarter, please reflect these dates, as well as providing any additional context to address this service delivery time frame, in the appropriate sections of this application.

IMPORTANT NOTE: If the qualified donee is different from the organization submitting the application and responsible for program delivery, then the qualified donee is considered a fiscal sponsor with specific responsibilities (see: Application Guide). A fiscal sponsor is required to provide a signed letter outlining their support for the application submitted.

INSTRUCTIONS: This application has five sections

      Section 1 – Eligibility
      Section 2 – Organization Contact Information
      Section 3 – Organizational Profile
      Section 4 – Proposal
      Section 5 – Permissions & Exclusions
      Section 6 – Authorization

- Application Open Date: Friday July 15th , 2022
- Applications Due: Friday August 5th, 2022 at 4pm
- Applications Decisions Communicated: Early September 2022

Previous application information (if applicable) can be rolled over on a section by section basis. To use this feature, the application information being rolled over MUST be from the same user account as the destination application. Please select "Autofill X answers on this page" from the top of the page to copy content from your last submitted application. Note that not all questions support the rollover feature. This function is not compatible with applications prior to the quarter Oct-Dec 2021.

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Brian Kamm, Manager, Community Investment
bkamm@uwaywrc.ca
519-888-6100 ext. 209

OR

Amanda Melnick, Senior Director, Impact and Stewardship
amelnick@uwaywrc.ca
519-888-6100 ext. 210

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Section 1: Eligibility

1.1.1 - Organizations are eligible to complete this application if the organization (please check): *

Please ensure all boxes are checked below. Failure to do so may delay processing of your application .

☐ is a registered charity in Canada, or other qualified donee,

☐ maintains a volunteer Board of Directors that meets regularly

☐ hosts a public Annual General Meeting,

☐ has financial statements that have been audited by a third party 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.

1.1.2 - Board of Directors List *

Please upload a copy of your current Board of Directors list, to include: full name, board position, term length, and area of expertise.

Maximum of 1 files
File types accepted: any
Max file size of 20 MB.

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SECTION 2: Organization Contact Information   ◆ AUTOFILL ANSWERS

Reminder: If the qualified donee is different from the organization submitting the application and responsible for program delivery, then the qualified donee is considered a sponsor with specific responsibilities (see: Application Guide).

2.1.1 Name of Organization Administering Program(s) *

Organization that is delivering the program(s)/project(s)/initiative(s).

If a fiscal sponsor was involved in the related application, please list them in section 2.2.1. If your organization does not require a fiscal sponsor, your organization name should be listed here (2.1.1) AND section 2.2.1.

Short answer text

2.1.2 - Contact Name: *

Who is the contact person for this application?

Short answer text

2.1.3 Contact Position Title: *

Short answer text

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2.1.5 - Contact Phone Number: *

Short answer text

2.2.1 - Organization Name (sponsor or qualified donee): *

Reminder: If your organization has a fiscal sponsor, the name of the fiscal sponsor organization goes here (), while the organization administering the programs, activities or initiatives being reported on should be listed in 2.1.1.

If your organization does not require a fiscal sponsor, the organization name should be listed here (2.2.1), AND in 2.1.1.

Short answer text

2.2.2 - Executive Contact Name: *

Executive Director, Chief Executive Officer or equivalent.

Short answer text

2.2.3 - Executive Contact Position Title: *

Short answer text

2.2.4 - Executive Contact Email: *

Short answer text

2.2.5 - Executive Contact Phone Number: *

Short answer text

Short answer text

2.3.2 - City/Town: *

Short answer text

2.3.3 - Province or Territory: *

Short answer text

2.3.4 - Postal Code: *

Short answer text

2.3.5 - Agency Website:

Short answer text

2.3.6 - Other Social Media:

Short answer text

2.3.7 - Charitable Number / Incorporation Number: *

Short answer text

2.3.8 - Organization Mission

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Section 3: Organizational Profile & Areas of Service

🎨 AUTOFILL ANSWERS

This section helps us to capture a picture of the current context of your organization.

3.1 - What is your organization's mission and mandate? *

(max 50 words)

Long answer text

3.2 - What are your organization's primary activities, services or programs? *

(max 250 words)

Long answer text

3.3.1 - How many people were served by your organization last year? *

Please enter a number without symbols or decimals (ex. 5000).

Short answer text

3.3.2 - Populations Served *

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☐ Children and youth: ages 0 to 18

☐ Children and youth: ages 19 to 29

☐ 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 (detained and incarcerated)

☐ Indigenous

☐ Racialized Populations

☐ Black

☐ People identifying as 2SLGBTQ+

☐ Newcomers

3.3.3. - Groups not otherwise specified.

Please describe (max 100 words).

Short answer text

3.4 - In which geographic regions do you operate/serve participants? *

Select all which apply

☐ Cambridge

☐ Kitchener

☐ Waterloo

☐ North Dumfries

☐ Wellesley

☐ Wilmot

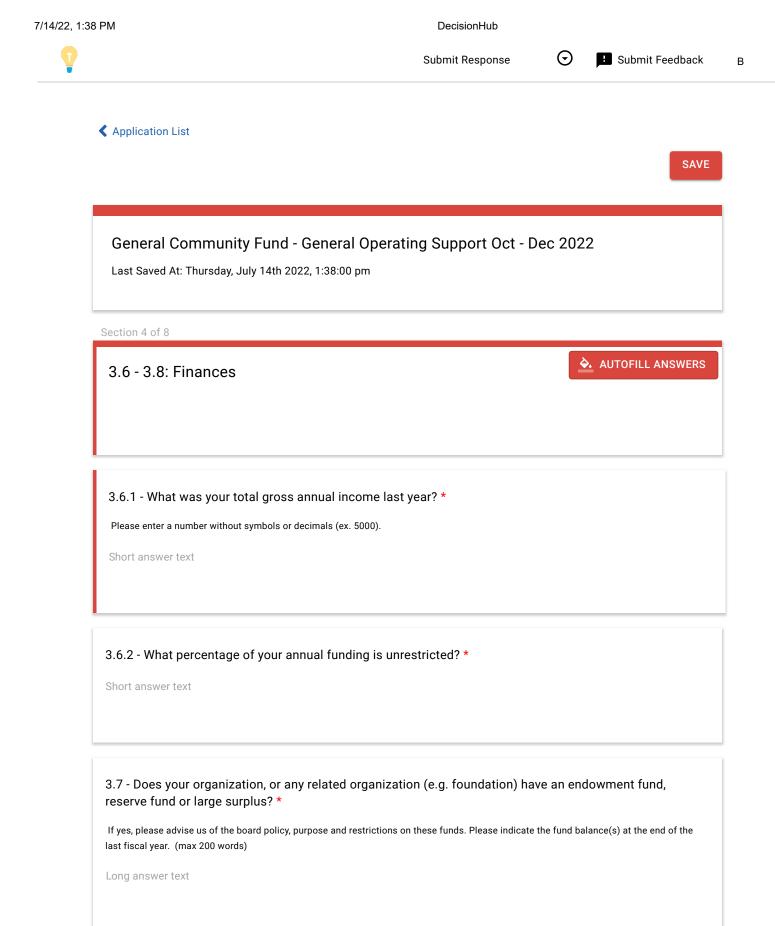☐ Woolwich

3.5.1 -Primary Area of Focus *

 Select the **primary** service area that your organization will address (select one).

United Way WRC recognizes that agencies often work in multiple Areas of Focus, however for purposes of applying and subsequent reporting expectations, please select the most applicable area of focus.

○ Basic Needs

○ Mental Health

○ Social Isolation

3.5.2 Primary Issue Area *

 Choose ONE Primary Issue Area from the list of 10 options below that is associated with the Primary Area of Focus selected in 3.5.1. Please refer to the GCF Application Guide - GOS Oct-Dec 2022, pp 3-4 for additional details about Primary Issue Areas.

United Way WRC recognizes that agencies often work in multiple Issue Areas, however for purposes of applying and subsequent reporting expectations, please select the most applicable Issue Area.

○ Basic Needs: Food Security

○ Basic Needs: Housing & Homelessnes

○ Basic Needs: Personal Safety or Wellbeing

○ Basic Needs: Employment/Essential Life Skills

○ Mental Health: Education

○ Mental Health: Crisis Support

○ Mental Health: Prevention

○ Social Isolation: Building/Maintaining Social Connections

○ Social Isolation: Access to Services

○ Social Isolation: Leadership Development & Capacity Building

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3.6 - 3.8: Finances   🖌 AUTOFILL ANSWERS

3.6.1 - What was your total gross annual income last year? *

Please enter a number without symbols or decimals (ex. 5000).

Short answer text

3.6.2 - What percentage of your annual funding is unrestricted? *

Short answer text

3.7 - Does your organization, or any related organization (e.g. foundation) have an endowment fund, reserve fund or large surplus? *

If yes, please advise us of the board policy, purpose and restrictions on these funds. Please indicate the fund balance(s) at the end of the last fiscal year. (max 200 words)

Long answer text

3.8.1 - Major Sources of Revenue *

💡

Maximum of 1 files
File types accepted: any
Max file size of 20 MB.

☁ **UPLOAD FILE**

3.8.2 - Have there been meaningful shifts or changes in your funding sources over the last five years? If Yes, how so? *

(max 100 words)

Long answer text

3.8.3 - What changes in funding, if any, do you anticipate in the next three years? *

(max 100 words)

Long answer text

3.8.4 - Approximately how many months of operating cash or cash equivalents does your organization currently hold? *

(max 50 words)

Long answer text

3.8.5 - Briefly describe any financial challenges and budget concerns that you are currently facing. *

Long answer text

3.8.6 - What would need to change, if anything, in order for you to feel that your organization was financially secure? *

(max 250 words)

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3.8.7 Audited Financial Statements or Review Engagement *

Upload a copy of your organization's audited financial statements or review engagement.

If your organization has a fiscal sponsor, then an audited financial statement/review engagement is required from this organization. For organizations that do not have a charitable number, a statement showing financial position to date is required as well.

Maximum of 2 files
File types accepted: any
Max file size of 20 MB.

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3.9: Strategic Plan   ◈ AUTOFILL ANSWERS

3.9.1 Does your organization have a current strategic plan? *

 If Yes, when was the plan approved by the Board of Directors? If No, is your organization in the process of developing a plan now or in the future? (max 200 words)

Long answer text

3.9.2 - What are the strategic plan goals? *

 (max 100 words)

Long answer text

3.9.3 - Briefly describe how your programs and related activities are designed to achieve your goals. *

 max 250 words

Long answer text

3.9.4 - Have you added or eliminated any mission-related activities during the last 12 months? If Yes, please explain. *

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3.9.5 - Please describe how your organization is/plans on working toward building anti-oppression/equity and inclusion within your workplace, your Board, and in your program and service delivery. *

Please be as specific as possible. Steps to address equity are not uniform between groups of people due to related or diverse identities. Identify particular groups and concrete steps that your organization takes to address equity. Refer to particular legislation (e.g. AODA) or recommendations (e.g. Truth and Reconciliation Calls to Action) as appropriate (max. 500 words).

Long answer text

3.9.6 - Please summarize any training or resources your organization provides to organizations to support service delivery to marginalized populations (if applicable)

We are compiling a list of resources to help move anti-oppression work forward in our community. If your organization offers training or services to support Equity work please feel free to list what those services are.

These can be free or fee for service. Please indicate whether you provide permission to share (500 words).

Long answer text

3.9.7 - Upload key training/resource documents related to Equity Diversity & Inclusion supports to external organizations (if applicable)

Key Resources could include (but are not limited to), a summary of training/resources provided by your organization, fee schedule, or foundational documentation related to your EDI work (if applicable)

Maximum of 2 files
File types accepted: any
Max file size of 20 MB.

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Section 4: Proposal   ◈ AUTOFILL ANSWERS

4.1.1 - How much funding are you requesting? *

Maximum request is $50,000 for the term/quarter. Please enter a number without symbols or decimals (ex. 5000).

Short answer text

4.1.2 - What will this funding allow your organization to do or what difference will this funding make to your organization? *

(max 250 words)

Long answer text

4.1.3 - Funding Start Date

Short answer text

4.1.4 - Funding End Date

Short answer text

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4.1.5 - Funding Time Frame & Additional Context *

Funding applications and allocations are provided on a quarterly basis at a maximum request of $50,000. Allocated funding may be carried forward into subsequent quarters, but should be spent within one year of allocation.

If the funding requested in this application will cover service delivery beyond the current quarter, please reflect these dates in 4.1.3 and 4.1.4 as well as providing any additional context to address this service delivery time frame.

e.g. funding requested is $40,000, and is anticipated to cover agency activities for a six month period, October 2022 - March 2023.

Long answer text

4.1.6 - If funding is allocated at less than the amount requested, how will this impact the intended use of funding? *

It is understood that intended service delivery will be impacted and require updates to plans as outlined in 4.1.2 if funding at less than the requested amount is provided.

Please provide a *brief* summary of how deliverables will change based on scenarios where a portion of requested funds is provided i.e. at 80%, 50% and 25% of funding as requested in 4.1.1.

Short answer text

4.1.7 - Would you like this application to be considered for Forever Fund funding, alongside the General Community Fund? *

The Forever Fund is a donor directed fund. A total of $42,900 is available through the 2022 Forever Fund grants to be distributed to programs and/or organizations that are working in the areas of Mental Health Supports for Children & Families ($26,200) and Innovative Initiatives for Seniors at Risk ($16,700). If you would like to be considered for these grant amounts please indicate below.

○ Yes. Consider this application for the Forever Fund, in addition to the General Community Fund

○ No. Consider this application only for the General Community Fund.

4.1.8 - If you answered "Yes" to question 4.1.5, please indicate which of the two streams below you would like this application considered for as part of the Forever Fund grant.

○ Mental Health Supports for Children & Families

○ Innovative Initiatives for Seniors At-Risk

 Describe how this application aligns with EITHER of the following Forever Fund Grant streams: a) Mental Health Supports for Children & Youth; OR b) Innovative Initiatives for Seniors At-Risk

Short answer text

4.2.1 - What gets in the way of your organization achieving its mission? *

 (max 150 words)

Long answer text

4.2.2 - What short and long-term strategies, if any, have you identified for addressing these obstacles? *

 (max 150 words)

Long answer text

4.3 - What collaboratives/networks are you actively involved in? Why? *

 This may include formal or informal networks or partners. Include more details for key partners with whom you work (max. 350 words).

Long answer text

4.4.1 - How do you track and measure the effectiveness of your organization? *

 Please be specific, including the methods used (e.g. surveys, staff observations, staff notes, interviews etc). (max. 150 words)

Long answer text

4.4.2 - Please summarize key evaluation results or findings that demonstrate the organization's impact. *

 Please be as specific as possible, including statistics that demonstrate the impact of your organization. (e.g. 85% of clients experienced decreased distress levels following counselling).

Avoid use of client satisfaction data (e.g. 90% of clients were happy with the services provided), or very high level, summary impact (e.g. Most clients improved in self-esteem). (max. 250 words)

Long answer text

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Section 5: Application Sharing - Permissions & Exclusions

Please indicate below whether you share permission for United Way WRC to share information provided in this application with the community, or if you have specific exclusions and limits as to what's shared.

Special Note:
- Staff & Organization Contact details, and sensitive financial details *will not* be shared. Permission in this section is with respect to program impact and related details, particularly from Sections 3.1 - 3.5 & 3.9; and 4).

Our organization provides United Way WRC with permission to share in whole or in part the provided report with community members, including through social media, letters, reports, emails, website and other methods of communication. *

○ FULL PERMISSION is granted to United Way WRC to share information from this application in whole or in part with members of the community.

○ NO PERMISSION is granted to United Way WRC to share any information from this application with members of the community.

○ PARTIAL PERMISSION is granted to United Way WRC to share information from this application with community. Exclusions will be provided in section

EXCLUSIONS to Sharing Reporting Information

Please indicate below any items from your report you DO NOT want shared with the community.

Short answer text

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Section 6: Authorization & Confirmation

 Please download a copy and complete the file in this Google Drive link:
https://drive.google.com/file/d/1KACNABzrG-KoMMnHE5Vfk-MyHAkaW62Z/view?usp=sharing

Please upload your authorization and confirmation file here. *

 In cases where there is a financial sponsor, both the sponsor and the organization administering the program must sign off on the authorization form.

   Maximum of 1 files
   File types accepted: any
   Max file size of 20 MB.

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By clicking "Submit", your application will be submitted to the owner of this form.

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