

Community Building Grants 2016-2017

Guidelines for Applicants

The purpose of Community Building funding is to enable not-for-profit human service agencies and organizations to respond quickly and creatively to pressing human needs in our community. In addition to supporting quick response, Community Building Grants allow time to develop program sustainability where the need is ongoing.

Through the vehicle of one-year Community Building Grants, organizations are encouraged to test:

- New or improved ways of delivering needed services;
- Services which address emerging or newly identified needs;
- Services which respond to unmet needs and the expansion of existing services into new communities throughout Chatham-Kent;
- Models of service delivery which leverage existing community resources

In order to realize its Mission – To improve lives and build community – and its Vision – A strong and vibrant community free of poverty with children achieving all they can be - United Way's Community Building Grants will be evaluated through the lens of its three focus areas and respective goals:

From poverty to possibility

- Food Security
- Housing Stability
- Employment and Financial Literacy

Strong communities

- Connection to Supports
- Neighbourhood Development and Engagement
- Community Mental Health and Wellbeing

All that kids can be

- Success in School
- Community Engagement and Leadership Development
- Emotional and Physical Wellbeing

2 United Way Chatham-Kent Community Building Grants 2016-2017

Additional evaluation criteria:

The following will also be used to determine suitability:

Need – There is an identified need for the initiative and the service is responding to changing community needs and evolving trends.

Effectiveness – There are clear, measurable objectives for the initiative and there is a mechanism in place to monitor activities and evaluate results.

Efficiency – The initiative will utilize human, financial and physical resources in an efficient manner, which does not duplicate existing services.

Community Support – The initiative demonstrates strong community support with an advisory group reflective of the community to be served.

Need for Dollars – The proposed budget is realistic and reasonable and other sources of funding are not available or insufficient to see the initiative through to completion.

Evidence of Sustainability (if applicable) – There is a plan in place for self-sufficiency beyond the expiration of the grant, which may include application for a second year of Community Building funding and/or United Way Funded Agency status.

Community Building Grants are short-term for a period not to exceed one year. Successful applicants *may* apply for a second one-year grant, if available and after consultation with United Way. Funding is **not** available to:

- Cover capital expenses
- Support an *already existing* program – funded by the United Way Community Fund and/or other funders (Ministry, Foundations, Municipal Community Partnership Fund, etc.)
- Replace existing funding
- Retroactively fund a project or initiative

FINANCIAL GUIDELINES:

The total amount available for 2016-2017 is \$40,000.

\$20,000 of this will be specifically targeted to *assist vulnerable youth in our communities, particularly those living in poverty (experiencing food insecurity, lacking life skills, etc.) and at risk of homelessness or experiencing homelessness.* The Municipality of Chatham-Kent' Housing and Homelessness Plan, first released in 2014 January, envisioned a community of

3 United Way Chatham-Kent Community Building Grants 2016-2017

service providers who work collaboratively to prevent homelessness. The focus of the plan is to provide better co-ordinated and integrated delivery system that is people-centred, outcome-focused and reflects a housing first approach to prevent, reduce and address homelessness across Chatham-Kent.

\$15,000 is available through United Way's Bushels of Hope Future Fund, which aims to position our community to take full advantage of – and provide financial support for - innovative ideas in agriculture, promote local food and enhance food literacy. Examples of potential initiatives are: academic scholarships for rural-living secondary school graduates pursuing a post-secondary education, start-up fees for rural residents initiating community supported agriculture (CSA's), covering initial costs associated with becoming active in a local farmer's market or one-time emergency assistance for members of the rural community.

No specific dollar limit has been established for individual grants, and each grant will be evaluated on its own merits.

DEADLINE FOR SUBMISSIONS: 2016 AUG 15, 5:00 pm.

AGENCIES WILL BE NOTIFIED OF FUNDING NO LATER THAN: 2016 SEPT 30

ELIGIBILITY CRITERIA:

To be eligible for Community Building Grant funding, an organization or group **must**:

1. Be incorporated and registered as a nonprofit charitable organization under the Canada Income Tax Act; or be sponsored by an organization which is incorporated and registered as a charitable organization.
2. Provide the service in the geographic area of the Municipality of Chatham-Kent.
3. Provide service which improves the social and human condition in Chatham-Kent *without* duplicating existing services.
4. Demonstrate fiscal and management transparency and accountability and be able to prove a financial need for the program, service or initiative.
5. Effectively engage community members as volunteers in the development and delivery of the program, service or initiative.

4 United Way Chatham-Kent Community Building Grants 2016-2017

GRANT TERMS AND CONDITIONS:

1. Organizations receiving United Way Community Building Grants must acknowledge this support in all advertising, publicity, signage, etc. related to the program, service or initiative. Branding, signage and logo use pertaining to United Way Chatham-Kent must be approved by the Co-Ordinator Marketing and Communications (Julia Earley 519-354-0430 x 298 or Julia@uwock.ca) prior to use or inclusion in any marketing/communications material.
2. All applicants consent to the public release and United Way use of information contained in the application and reports submitted to United Way Chatham-Kent.
3. All applicants will agree to file periodic reports with United Way Chatham-Kent to track progress and outcomes of the program, service or initiative that is being funded by United Way, as required. A final report will be required at the conclusion of the initiative.

APPLICATION PROCESS:

Step 1 – Application:

Applications will be available on our website at: <http://uwock.ca/programs/>.

Applications must be received **no later than 2016 AUG 15 at 5:00 pm.**, and may be emailed: helen@uwock.ca, mailed, or delivered to: United Way Centre for Community Innovation, 425 McNaughton Ave., W., P.O. Box 606, Chatham, ON N7M 5K8 Attention: Helen Heath, Director, Community Building.

Step 2 – Evaluation and Approval:

Applications for funding will be evaluated by United Way's Community Investment Committee, comprised of community volunteers, who have been trained in reviewing grant applications, and supported by United Way staff. This process *may* include a site visit and/or meeting with the senior management staff responsible for the program, service, or initiative, as well as a senior governance volunteer and the financial administrator.

Recommendations will be forwarded to the United Way Board of Directors for approval at the Board of Directors meeting on **2016 SEPT 28**.

Successful applicants will be notified shortly thereafter, with funding to commence effective **2016 OCT 01**. A grant payment schedule will be determined once funding is approved by

5 United Way Chatham-Kent Community Building Grants 2016-2017

the United Way Board of Directors, based on the type of initiative and total amount of funds allocated.

Step 3 – Completion:

The successful applicant will provide, at minimum, a **final report by 2017 SEPT 30**, to demonstrate the measurable outcomes achieved through the funded program, service or initiative and what the next steps will be. The report will be no more than two pages, and will include a photo(s) and a minimum of two Impact statements (what difference did you make in the lives of those you served through this initiative?). These will be used to report back to our community the successes achieved and the lives changed through the investment of donor dollars.

If any event or ceremony is planned to celebrate the outcomes of the funded program, service or initiative, the successful applicant is required to invite a United Way representative to attend.

WHAT TO INCLUDE WITH YOUR FUNDING APPLICATION:

1. A fully completed application form, including appropriate appendices.
2. Additional supporting materials, *no more than two pages* (eg. letters of support, etc.)
3. Audited * Financial Statements for the most recent fiscal year-end

* Note – If your total annual agency budget is below \$150,000, in lieu of complete audited financial statements, please include a balance sheet, income statement and appropriate prepared notes, signed by the organization's treasurer.

For more information contact:

Helen Heath
Director, Community Impact
United Way Chatham-Kent
P: 519-354-0430
E: helen@uwock.ca