



**This Guide is for the use of agencies that wish to apply for funding from the United Way of Chatham-Kent (UWOCK). We strongly encourage you to read through this Guide before beginning your application process.**

For additional information, please refer to the following documents on the [UWOCK website](#):

- [Community Impact Grants – Grant Guidelines – Ineligible Expenses](#)
- [Community Impact Grants – Grant Application FAQ](#)

You can find the 2022 Community Impact Grants Step 1 Letter of Intent Application form [here](#). **Letter of Intent submission deadline:** October 7, 2022

While UWOCK staff would be happy to answer questions you may have, please review this Guide and the available resources on our website before contacting us, to see if the answer to your question is there.

## **INTRODUCTION**

United Way of Chatham-Kent (UWOCK) funds programs and projects that create real, lasting change to improve quality of life for the most vulnerable and build strong, healthy communities across Chatham-Kent. UWOCK strives to identify and understand the root causes of social issues. We build on deep local knowledge to support community improvement and increase capacity in the non-profit sector. Our goal is: No one left behind.

We believe in community engagement, and decision-making best practices based on the unique needs and expectations of the community. We believe it is critical to measure and communicate the impact of the programs and organizations we support. We believe in treating people with dignity, fairness, and through a lens of justice and equity.

## **FOCUS AREAS FOR THIS GRANTING CYCLE**

One way that UWOCK achieves impact is through providing grants that support programs and projects to organizations doing work in Chatham-Kent. Our goal is to invest resources in Focus Areas that will make a measurable difference in our community and reflect its current needs. UWOCK's Focus Areas for this granting cycle are:

- Inclusion and representation – “coming together”
- Build strong communities across ALL of Chatham-Kent
- Address fundamental social issues including basic needs (food, housing, transportation); mental health and substance use supports; youth and senior programs
- Reconciliation lens and learning
- Action focus with ability to effect system or culture change

More information and an explanation about UWOCK's Focus Areas for this granting cycle will be made available shortly.

**Applications for funding must show how a program or project aligns with one or more of UWOCK's Focus Areas, and how it will make a difference and impact in Chatham-Kent.**

One way that applications for funding will be assessed in the grant application review process is whether the proposed program or project addresses more than one of the Focus Areas. Applicants are strongly encouraged to use descriptions and examples of how the program or project will make an impact within one or more of the focus areas.

The funding application process involves two steps: first submitting a Letter of Intent, and later submitting a full Proposal for applicants who are asked to move to the second step. UWOCK recognizes that there are many needs within Chatham-Kent and unfortunately, we cannot fund them all. The two-step process with a streamlined Letter of Intent is designed to respect the significant resources that it takes organizations to prepare and submit full proposals for funding. For more information about the application process and to review the Step 1 Letter of Intent application form, please see the [Proposal Submission and Review Process](#) section in this Guide.

Proposals must be submitted using the application forms available on our website and must follow the process approved by UWOCK.

***PLEASE NOTE: Applications for funding sent to UWOCK that do not follow our grant application process (including timelines) and use the approved application forms will not be reviewed or considered. To use the fillable PDF form, [click here to download Adobe Acrobat Reader](#).***

We will be seeking information, stories and data from all agencies regarding population, geographic area; fundamental social issues, services offered, number of people served, information about your agency or organization [and more]. Information about the data and information we will need is contained in the application forms.

## **AVAILABLE FUNDING STREAMS**

During this year's Granting Cycle, the following two funding streams will be available:

### **Project funding for 2022/2023**

Agencies may apply for funding for time-specific projects that will be complete before March 31, 2023.

### **Funding for 2023/2024**

Agencies may apply for funding for core operating costs, programs or projects that occur in the period from April 1, 2023, to March 31, 2024. Any funding provided under this funding stream will be for a maximum period of 12 months. Multi-year funding or commitments beyond March 31, 2024 will not be available during this granting cycle.

Applicants may apply to both funding streams, or for more than one project/program. **If you wish to apply for more than one program or program, or for more than one funding stream, you must submit a separate application for each grant.**

## **ELIGIBILITY FOR FUNDING**

### **Eligible Organizations**

UWOCK is only able to provide funding to organizations or agencies. Grants are open to all registered charities and qualified donees that meet the stated criteria listed by the Canada Revenue Agency. (CRA) Check the CRA list of qualified donees by [clicking here](#). Organizations also must provide service in Chatham-Kent.

To be eligible to apply for a UWOCK grant, the Applicant organization:

- is a registered charity or qualified donee as defined by Canada Revenue Agency OR has a Sponsoring Organization (see below)
- has an active volunteer Board of Directors that meets regularly
- has financial statements that have been audited by a licensed public accountant or, for those with annual revenues less than \$100,000, has an annual financial review
- operates and/or delivers programs in Chatham-Kent
- complies with all applicable federal, provincial, and municipal laws and does not infringe upon any right under the Ontario Human Rights Code
- addresses one or more of the identified Focus Areas

If a community-based group that is not an incorporated not-for-profit organization wishes to apply for UWOCK funding, it must find an incorporated not-for-profit organization that is willing and specifically *agrees* to act as the host for the program or project. The organization would then be the Applicant, in partnership with the unincorporated group. If funding for the application is approved, the Applicant/Sponsoring Organization would be legally responsible for the reporting and activity of the program or project.

If an incorporated not-for-profit organization that does not have charitable status wishes to apply for UWOCK funding, it may only apply for funding from UWOCK in partnership with a Sponsoring Organization. (see below)

### **Sponsoring Organizations**

A Sponsoring Organization (also known as a fiscal sponsor) is a registered charity or other qualified donee who specifically *agrees* to act in partnership with the not-for-profit organization that does not have charitable status (and is not a qualified donee as defined by Canada Revenue Agency), and to be the host for that not-for-profit organization for the purposes of the specific proposal submitted to UWOCK.

For organizations who may wish to submit proposals with Sponsoring Organizations, please note the following important information:

- the Sponsoring Organization must be a registered charity
- the Sponsoring Organization must provide a letter of support of the applicant's application, and acknowledging their role as a sponsor
- the Sponsoring Organization will sign off on the Funding Agreement along with the applicant, if the application is successful, and will assume financial and legal responsibility for the funded program including ensuring that reporting requirements and expectations are met.

If the application is successful, funding will be disbursed/paid to the Sponsoring Organization. If the program or project is not carried out, the Sponsoring Organization will be responsible for repayment or partial repayment of funds that were paid for the grant.

### **Eligible Programs or Projects**

The program or project in the funding Application must:

- provide services and/or activities in Chatham-Kent
- address one or more of UWOCK's identified Focus Areas
- respond to an identified need in the community for the project, program, or service(s)
- show that it takes a strong partnership/collaborative approach (if appropriate and needed)

### **Eligible Costs/Expenses**

UWOCK funding may be used for a broad range of expenses that may include:

- Wages/salaries and employment-related costs for staff
- Fees for professional services
- Accommodation and supports for program staff, volunteers, and program participants
- Program materials and supplies
- Printing and communication
- Domestic travel costs for staff and volunteers
- Utilities, insurance, and rental of premises where the program or project occurs
- Lease, purchase, and maintenance of equipment required for program or project delivery
- Small capital expenses
- Administrative costs including evaluation, data collection, and other administrative costs directly associated with the program or project

Costs and expenses for things such as fundraising events, international travel, or expenses that are already covered by other funding are not eligible costs.

For a more detailed list of organizations, programs, projects, or costs that would not be eligible for UWOCK funding, please see [Community Impact Grants – Grant Guidelines – Ineligible Expenses](#)

## **GRANT APPLICATION SUBMISSION AND REVIEW PROCESS**

While UWOCK would like to be able to provide funding for all programs and projects, we are not able to fund all the applications we receive. We have developed the following application submission process for organizations that wish to apply for UWOCK funding.

### **Grant Application Submission**

There is a two-step process for applying for UWOCK funding:

- *Step 1: Letter of Intent*  
The Letter of Intent is a shorter application that allows the UWOCK Community Impact Committee to assess applications for projects and programs at a preliminary stage. This approach provides a streamlined process for the Applicant and recognizes the significant time and resources that developing a full proposal can take an organization.

Grant intake is open in September 2022, and Letters of Intent will be reviewed by the CI Committee in October 2022. Applicants who have submitted a Letter of Intent will receive a status update on their application in early November 2022.

- **Step 2: Full Proposal**

After all Letters of Intent are reviewed by the Community Impact Committee, the Committee will ask some of the applicants to develop and submit a full grant Proposal. This Full Proposal will be a more detailed explanation and description of the program or project. It will include detailed budget information, information about the potential impact of the services (including estimations of the program or project’s reach and audiences), and information about how the Applicant plans to measure the goals and outcomes of the program or project.

Applicants who are asked to submit a Full Proposal will be provided with the forms and instructions for how to complete their Proposal in early November 2022. Applicants who have submitted a Proposal will receive a status update on their application in late December 2022.

At various points throughout the process, applicants may be asked to provide additional information and/or participate in a web conference or in-person meeting with UWOCK staff and/or volunteers.

### **Grant Application Review Process**

Applications will be reviewed through a community-based and volunteer-driven committee, the Community Impact (CI) Grant Review Committee. The CI Committee is a UWOCK committee composed of volunteers representing Chatham-Kent who bring the skills, deep knowledge of the community, and an understanding of the social services landscape to effectively read, assess and evaluate the Letters of Intent and full Proposals submitted to UWOCK.

The CI Committee reviews each funding application and makes recommendations for how the available UWOCK funding should be allocated and invested in our community. Each member of the CI Grant Review Committee reviews each application using a pre-determined set of criteria and the Committee as a whole makes funding recommendations to the UWOCK Board of Directors for financial approval.

Having community volunteers drive this process is central to UWOCK’s approach to listening and being responsive to Chatham-Kent’s needs.

### **Timelines**

<b>Activity</b>	<b>Timeline</b>
Step 1 Letter of Intent applications open	Mid-September, 2022
Step 1 Letter of Intent application deadline	October 7, 2022
Step 1 notifications sent to applicants	Early November, 2022
Step 2 full Proposals submissions open	Early November, 2022
Step 2 Proposal application deadline	Mid-November, 2022
Step 2 notifications sent to applicants	End of December, 2022

## **EXPECTATIONS OF SUCCESSFUL FUNDING RECIPIENTS**

### **Funding Agreements and Reporting**

Applicants who are approved to receive UWOCK funding will be required to enter into a Funding Agreement with UWOCK, signed by the authorized signing officers of the organization.

The Funding Agreement will outline the expectations and requirements for reporting, including progress reports, data collection and final financial and program outcome reports.

### **Financial Reports**

Financial reports will include a detailed breakdown of revenue received, as well as expenses incurred over the course of the program or project. The reports will also include a copy of the organization's most recent Audited Financial Statements. (or Annual Financial Review, if appropriate) Where at all possible, funded organizations will be asked to track how UWOCK dollars are spent. We understand that organizations may receive funding from a variety of funders to support their program or project, and that UWOCK funding may be used to leverage additional funding sources for programs.

### **Program Reports**

Program reports will include an explanation of the services that the organization provided in the program or project, who those services were provided to, how those services made an impact, and whether the program or project met its goals and objectives as outlined in the application. Collecting and measuring data will be an important part of the program or project process, so that this information can be given in the final reports. How to collect this information and data should be part of the initial design of the program or project by the Applicant. Specific data collection and reporting requirements will also be explained to successful Applicants and included in the UWOCK Funding Agreement.

### **Sharing Our Stories/Donor Engagement**

Stories and data from the organizations who received UWOCK funding will be aggregated and used by us for communicating to the community and donors, and for future planning. A critical part of this process will be reporting on data and stories about the impact of the work done by the organizations we support.

Being able to share the work of the organizations we support and how they have made a difference in our community is critical for UWOCK to be able to show our donors the importance of this work. This information also helps us understand the continuing needs in Chatham-Kent.

Organizations receiving UWOCK funding will be expected to participate in UWOCK donor engagement activities as requested and where appropriate, including:

- Providing impact stories and photo content (where appropriate)
- Reporting annually on program results as outlined in UWOCK Funding Agreement
- Participating in impact experiences and agency tours (where appropriate)
- Connecting program participants/past participants with UWOCK to participate in media, events and/or donor engagement activities (where appropriate)
- Other donor engagement activities or events that may arise

## **APPLICATION SUPPORT**

UWOCK is committed to supporting applicants throughout the application process. Please read the documents available at [uwock.ca](http://uwock.ca) and contact [grants@uwock.ca](mailto:grants@uwock.ca) or call 519.354.0430 ext. 295 for technical assistance or other support.