



DEADLINE TO APPLY IS 4:00 PM, OCTOBER 7, 2022

For information about the Grant Application process, please see [2022 Community Impact Grants Application Guide](#) and [Community Impact Grants FAQs](#)

Section 1 – Your Organization

Applicant Organization’s Legal Name	
Street Address or P. O. Box	
City / Town	
Province / Territory	
Postal Code	
Organization Website	
Registered Charitable Number (If you do not have a Registered Charitable Number, fill out Section 1a as well).	
Executive Director Name, Email, Phone Number & Extension	
Contact Person Name, Email, Phone Number & Extension	
Organization’s Mission Statement (150 words max)	

On a separate document in Word or PDF format provide a list of your organization’s Board of Directors

Section 1a – Sponsoring Organization Information

(Only fill out this section if you do not have charitable status **and** are being sponsored by an organization that does – refer to the [Application Guide](#) for more information about Sponsoring Organizations.)

Sponsoring Organization Legal Name	
Street Address or P.O. Box	
City / Town	
Province / Territory	
Postal Code	
Executive Director Name, Email, Phone Number & Extension	
Sponsoring Organization Registered Charitable Number	

IMPORTANT FOR APPLICATIONS THAT HAVE A SPONSORING ORGANIZATION:

- The application **MUST** include an attached **Letter of Authorization** from the Sponsoring Organization on its letterhead and signed by the Sponsoring Organization’s leadership, stating that the organization accepts full legal responsibility for any monies received.
- Both the Applicant and the Sponsoring Organization must sign the completed **Detailed Program Description** attachment to the Letter of Intent.
- If the application is successful, both the organization receiving funds and the Sponsoring Organization will enter into a Funding Agreement with United Way of Chatham-Kent.
- **Applications that require a Letter of Authorization and do not include it in their submission will not be accepted.**

Section 2 - Program Information

Program or Project Title	
Brief program or project summary (150 words max)	

What identified Focus Area(s) will your program address? (select all that apply)

- 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

What population(s) will your program serve? (select all that apply)

- People with low income or living in poverty (including children and youth)
- Indigenous peoples
- Racialized communities
- People experiencing homelessness
- Immigrants and refugees
- People who live in rural or remote communities
- Women and girls
- People experiencing intimate partner or gender-based violence
- People living with mental illness and/or substance use
- People with disabilities
- People who identify as LGBTQ2S+ or non-binary
- Youth
- Seniors
- Other _____

Geographic area(s) served by your program (select all that apply)

- Blenheim & Area
- Bothwell
- Chatham
- Dresden
- Erieau
- Highgate & Area
- Mitchell's Bay & Area
- North Buxton & Area
- Ridgetown & Area
- Thamesville & Area
- Tilbury
- Wallaceburg
- Wheatley
- Other _____

Detailed Program Description

Include a separate Word or PDF document on your organization's letterhead that explains the proposed work in more detail including:

- Program activities, expected outcomes from the work, and who will be served
- How your program will address one or more of UWOCK's Focus Areas
- How the program, project, or service promotes your organization's mission or mandate and how it fits within your other activities

Ensure the **Detailed Program Description** document:

- Is not more than 2 pages maximum. (approx. 1,000 words)
- Is submitted in a PDF or MS Word file format. Please note that there is no specific form that must be followed for this document, however it must include the details outlined above, the name of the Applicant organization and signatures as outlined below.
- The document must include the names and signatures of the Applicant organization’s leadership (i.e. Executive Director, CEO or President and the Board Chair, President, etc.) Digital signatures are acceptable.
- If the application has a Sponsoring Organization, the Detailed Program Description document must also include the names and signatures of the Sponsoring Organization’s leadership. Digital signatures are acceptable.

Section 3 –Funding Request & Timelines

Which Funding Stream are you applying to on this application?

- Project Funding for 2022/2023 (for projects to end not later than March 31,2023)
- Funding for 2023/2024 (requests to begin on or after April 1, 2023 and end before March 31, 2024)

Please Note: Organizations may apply to both streams; however, you must submit a separate application for each stream.

Anticipated total cost of the program or project	
Total funding requested from United Way of Chatham-Kent	
Anticipated timeline for the program or project funding (start date and end date)	

BEFORE YOU SUBMIT:

Checklist – ensure all Application parts and attachments are included:

- Completed Step 1 *Letter of Intent Application Form* (Fillable PDF)
- Board of Directors List* (PDF or MS Word file format)
- Completed & Signed *Detailed Program Description* on your agency or organization’s Letterhead (PDF or MS Word file format)
- (If applicable) Signed *Letter of Authorization* from Sponsoring Organization on their Letterhead (PDF or MS Word file format)

Please Note:

- Applications **must** be completed using the fillable PDF form – handwritten applications will not be considered.
- Applications must be submitted using the application forms available on our website and follow the application process and timeframes set out above and in the Application Guide.
- ***Applications sent to United Way of Chatham-Kent that do not follow our grant application process and use the approved application forms will not be reviewed or considered. [Click here to download Adobe Acrobat Reader.](#)***

TO SUBMIT – email your completed package to grants@uwock.ca