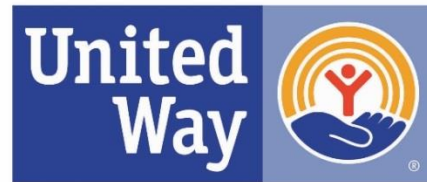


**United Way
of Northeast Kentucky**

LIVE UNITED



**2017 Application for
United Way of Northeast Kentucky
Community Investment Funding
Mini-grants (\$5,000 or less)**



United Way of Northeast Kentucky (UWNEK) is a local, 501(c)3 organization and member of United Way Worldwide. UWNEK began over 80 years ago and continues to work throughout northeastern Kentucky to meet our mission as the community leader for mobilizing resources to identify and impact human needs through education, financial stability, health, and basic needs.

The basis for United Way support is in the form of the workplace campaign, wherein businesses located in the area host an annual ask for their employees to give to the local community through the local United Way. The unique benefit of the partnership between businesses and United Way is the ability to give a little each paycheck through payroll deduction. These smaller amounts can add up to make a great contribution yearly without the financial impact that same donation may have on the employee if made all at once. For UWNEK funded partners, this is a great and unique benefit to your organization because it can help reduce your need to fundraise with UWNEK business partners as you receive their support through their UWNEK campaign efforts. Becoming a UWNEK funded partner means that your organization has been reviewed by a team of local volunteers and selected to help meet a critical need in the community gaining your organization inclusion among our workplace campaigns as a part of our collaborative efforts throughout the communities we serve to build healthier communities, stronger families and better lives for us all.

Over the last five years, UWNEK has raised and given back to our local communities over \$3,000,000. Though we see reductions in our annual campaigns and donors, we know that our communities are generous and committed to finding solutions to our issues, working together to implement plans for change and building a better life for us all. Our work, collectively as non-profits, doesn't rest and relies on a strong network of collaboration and a reduction in duplicated efforts. We owe our donors and advocates a strong product of results and the knowledge that when we come knocking for assistance that our collective mission is clear, concise and results-driven.

Throughout the coming campaign and funding year, spanning May 2017 through June 2018, UWNEK will once again conduct fundraising activities and events. We'll talk about your agency, other non-profits and the great work that is being done to impact the lives of individuals, families and children here at home. We'll maintain transparency and accountability to the public in all we do. And we will ask for your help in our efforts to raise as much funds as possible so that we can continue to do what we do for 80 more years.

Jon Ulincy

A handwritten signature in blue ink that reads "Jon Ulincy". The signature is written in a cursive, flowing style.

Chair, Board of Directors
United Way of Northeast Kentucky

**2017 Application for UWNEK Community Investment Funding
Mini-Grant Instructions**

This application is for non-profit, community service agencies providing services in Boyd, Carter, Elliott, Greenup and/or Lawrence counties in northeastern Kentucky. This application package is for mini-grants of \$5,000 or less.

Agencies seeking mini-grant funding for this year (July 1, 2017-June 30, 2018) that have previously been awarded funding by the UWNEK will NOT be required to participate in the peer review meeting.

The mini-grant proposal must concentrate on one of the following UWNEK focus areas:

Education: To make sure children and youth can start school ready to succeed, become proficient readers at a young age, stay on track in middle school, earn their high school diploma and pursue a higher education

Financial Stability: To empower people to get on stable financial ground with proven methods like job training, financial wellness classes and more with a result of thriving communities where everyone has more opportunity to succeed

Health: To build healthier more resilient communities by promoting healthy eating and physical activity, expanding access to quality care and integrating health into early childhood development

Basic Needs: To provide food, shelter, clothing and other basic resources to the neediest in our community

Awards are based on this application, the peer review meeting (if required), availability of funds and determination of the Community Investment Team. The Team is comprised of UWNEK board members, community volunteers, community partners, and donors. Allocation of awards will be paid via electronic bank transfer the last day of September or December 2017, per award notification.

If you need assistance with the application or have questions, please contact the office at (606) 325-1810. **Specific mini-grant submission instructions are as follows:**

Email to uway@uwnek.org with a cc to laci@uwnek.org

Mail to UWNEK at P.O. Box 2285, Ashland, KY 41101 OR

Hand deliver to UWNEK at 2000 Carter Ave., Ashland, KY 41101

Applications are due to the UWNEK office by **Friday, April 14, 2017 by 3:00p.m.**

We will not accept faxed applications.

2017 Application – Mini-Grants – Part A

Agency:

Employer Identification Number:

Physical Address:

Mailing Address:

Phone:

Website:

Name of CEO or Executive Director:

Phone:

Email:

Person managing program (If not CEO/ED):

Title:

Phone:

Email:

Name of Financial Representative:

Phone:

Email:

If a Coalition, the Coalition's Fiscal Agent:

Coalition Contact Name:

Phone:

Email:

Date of last IRS990 filing:

Date of last annual report to the Kentucky Secretary of State:

Please notify UWNEK within 30 days of any changes in agency or program leadership or financial institutions. If for any reason an agency/program ceases operation, it is the responsibility of the agency to notify UWNEK immediately or a return of unused funds may be requested.

2017 Application – Mini-Grants – Part B

List the name of the program for which funding is requested, the specific amount of funding requested and the UWNEK Focus Area which services most closely align. (Descriptions of the Focus Areas can be found on page 3 – Mini-Grant Instructions.)

Program:

Funding requested:

Education Financial Stability Health Basic Needs

The program(s) serves the following UWNEK service area(s):

Boyd Carter Elliott Greenup Lawrence

- Purpose of agency (Mission Statement):

- Describe the community problem and/or the target population that the program will address. Include at least one current statistic (with citation) that most profoundly demonstrates the need for your program. (No more than 300 words.)
- Describe in detail the program for which the requested funds will be used. Specify the projected number of clients that will be served by the program in this funding year. (No more than 450 words).
- Attach a current verification of 501(c)3 status.
- Attach a current list of Board of Directors with officers.

2017 Application – Mini-Grants – Part C

Budget	
Program/Project Income	Amount
Grants	
Contracts	
United Way	
Corporate Donations	
Membership Fees	
Individual Donations	
Fees for Service	
Fundraisers/Events/Sales	
Endowment/Interest Income	
Other (specify):	
Total Income	
In-Kind	
Total Revenue	
Program/Project Expenses	Amount
Salaries/Wages	
Benefits (insurance, retirement, & other tax related)	
Rent & Utilities	
Consultants/Contracts	
Equipment	
Travel	
Office Supplies	
Printing/Copying/Marketing	
Telephone/Internet/Fax	
Staff/Volunteer Training	
Other (specify)	
Total Expenses	

2017 Application – Mini-Grants – Part D

Anti-Terrorism Compliance Measures

In compliance with the USA PATRIOT ACT and other counterterrorism laws, the United Way of Northeast Kentucky requires that each agency certify the following:

“I hereby certify on behalf of _____ that all United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders.”

Print Name: _____

Title: _____

Signature: _____

Date: _____

Submission Process Acceptance and Understanding:

By participating in the UWNEK funding process, the undersigned have carefully read the application, rules of submission, and reviewed the information contained in this proposal for accuracy and completeness. We further understand that an incomplete application or failure to provide the information requested, as well as late submission, will render the submission as non-qualifying and ineligible for funding or further consideration in this funding cycle. If the agency has not received UWNEK funding previous, the undersigned verifies that a representative from this agency will attend a **UWNEK Peer Review** meeting as requested.

Print Name: _____

Signature: _____

Date: _____

2017 Memorandum of Agreement (Supplemental Fundraising)

Awarded agencies will be required to comply with the UWNEK Memorandum of Agreement. The MOA is included for your review, but is not required in your application. If you are notified of awarded funding, the MOA will then be required to proceed with funding. Please review the MOA carefully with leadership to ascertain whether the Agreement can be fulfilled by the agency.

Between: **United Way of Northeast Kentucky** and _____

The mission of United Way of Northeast Kentucky (UWNEK) is to increase the organized capacity of people to meet the human service needs of one another by uniting the community's resources. To achieve this mission, it is UWNEK's policy to permit the greatest amount of flexibility to funded partners in conducting their own fundraising and, at the same time, to ensure the best possible results for the UWNEK Campaign.

Accordingly, we believe funded partners are responsible for obtaining and utilizing as high a portion of their operating expenses as possible through normal program activities such as grants, program fees, contributions, interest on investment income and cash reserves. We also realize and encourage agency fundraising within certain guidelines and rules. These rules are not meant to be punitive to organization but are in fact helpful to all of us in presenting a united front to raise the revenue necessary to improve the Education, Financial Stability, Health, and Basic Needs of our community and region.

As parties to this understanding.....

Both United Way and the Agency agree:

- To maintain a responsible and representative governing board that meets regularly to carry out the purposes for which it is organized
- To keep channels of communication open on all matters of common concern
- To conform to policies and procedures governing **United Way** funding including "Outcome Measurement"
- To strive to increase the public's understanding and appreciation of and participation in human service programs
- To preserve the confidentiality of all confidential information disclosed to them by the other and make no disclosure of any kind of confidential information to any person or entity without the express written consent of the party providing the confidential information

The United Way agrees:

- To recognize the responsibility of the **Agency's** board to determine its own policies and manage its own affairs
- To keep channels of communication with the **United Way** Board of Directors and its various committees open to the **Agency**
- To provide annual program and budget reviews by responsible volunteer committees and to direct funding toward programs which meet important community needs
- To set campaign goals with due regard for the financial needs of the community, the economic climate, and the community's fund-raising potential
- To conduct an annual campaign for funds and to make the best effort to raise the greatest amount possible to support community needs
- To be a responsible steward of funds contributed to **United Way** by fully informing contributors about use of funds, honoring wishes of donors, and by conducting an annual audit
- To keep on file documentation of continuing 501(c)3 status as a nonprofit organization
- To inform the **Agency** of an allocation amount by June of each year
- To pay the **Agency** quarterly (end of September, December, March, and June) after its allocation has been determined unless special arrangements have been approved
- To publicly promote the different **Agency** programs whenever possible

The Agency agrees:

- To establish and maintain its status as a non-profit organization and provide evidence of such to the **United Way** office
- To coordinate with and give the full support to **United Way** and its annual campaign
- To submit program and budget information requested on an annual basis to accommodate the annual organization review conducted by **United Way**
- To accept the amount allocated to the agency for the current year
- To assure that funds are used to achieve the desired results as outlined to **United Way**

- To recognize publicly **United Way's** support and include references to the **United Way** logo in print and on **Agency** premises
- To work with other agencies in meeting the needs of the community to prevent unnecessary duplication of services
- Be prepared to document and furnish to **United Way** upon request the program need, target population, service volume, photographs, fee structure, unit cost, accessibility and availability of services, measurability of objectives and mode of service delivery
- Report any significant change in the mission of the agency, program alterations including expansions and retractions, budget problems, special needs, staffing changes, and any other pertinent information that will maintain the close working relationship with **United Way**.

2017 Application – Mini-Grants – Checklist

Ensure that you have included all the following required documents:

- Part A: Agency Information
- Part B: Narratives
- Part C: Financial/Budget Section
- Part D: Assurances - Signed and dated Anti-Terrorism Statement and Submission Process Acceptance and Understanding
- Thorough review of Memorandum of Agreement (required, if funded)
- Verification of your agency's 501(c)3 status
- Agency's Board of Directors for 2017-2018, including officers

Additional information may be requested prior to your peer review meeting (if required) or, if you are approved for funding, before allocations are issued.