United Way
SERVING KITCHENER-WATERLOO
And the Townships of Wellesley, Wilmot and Woolwich
www.uwaykw.org

Community Grants Process

Funding Guidelines

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THE MISSION OF UNITED WAY OF KITCHENER WATERLOO & AREA:

Through collaboration, build on our community's resources and strengthen our capacity to improve the quality of life for all.

THE FUNDS:

Through annual fundraising campaigns, United Way of Kitchener Waterloo & Area raises millions of dollars within our community to be invested in human service issues. One way of investing those dollars is through the "one-time Grants process". This process allows any registered charitable organization in our community that meets funding criteria and priorities to apply for funding from United Way. Based on guidelines and criteria established during planning and research activities, United Way volunteers evaluate each application to ensure that United Way community dollars are invested in ways that have the greatest impact on our community.

THE GRANTS -- GENERAL PRINCIPLES:

Granting Philosophy:

United Way of Kitchener Waterloo & Area supports activities in the areas of our Five Regional Priorities: Children and Youth reach their potential; Families are strong; Neighbourhoods are inclusive and thriving; Newcomers are welcomed and supported; People are economically secure. Activities must benefit the residents of Kitchener-Waterloo and/or the surrounding area and contribute to the mission of United Way through the building of community.

Application Deadlines:

Normally will be made twice a year, once in the spring and once in the fall and are expected to be mid April and mid September. Grants will not be made outside of the grant processing periods except in unusual circumstances and in response to demonstrated emergencies or special needs affecting the community at large.

Granting Criteria:

- Only those organizations which have registered charitable status under the Income Tax Act or which have an established third-party sponsorship agreement are eligible for grant consideration.
- All qualified applications are considered according to their merit and in light of the funds available for distribution.
- Charitable organizations could receive one-time funding or, on rare occasions, multi-year funding for major community projects.
- Grant applications will be assessed without discrimination regarding gender, ethnicity, age, sexual orientation, creed, or disability. By the same token, the committee will accept applications only from organizations that are free from discrimination based on gender, ethnicity, age, sexual orientation, creed, religion, or disability.
- Once United Way has awarded a grant for a specific project, it will not entertain any subsequent request to provide additional financial support for the same project within grants.
- Guidelines regarding granting minimum and maximum amounts are currently under review.

Recognition:

Grant recipients should identify suitable recognition opportunities to United Way of Kitchener Waterloo & Area through any community relations program available (i.e. agency newsletter, media release etc.).

Geographical Considerations:

The expressed mandate of the United Way of Kitchener Waterloo & Area is to serve Kitchener, Waterloo and the Townships of Wellesley, Wilmot and Woolwich. As a result, successful applicants will be located within this area.

What United Way Funds:

New Program Grants	These grants are used to steward new programs into ongoing annual funding. Eligibility for these grants is limited to programs that are well aligned with identified priorities and outcomes
Partnership Grants	These grants support community-wide initiatives and collaborative partnerships.
Organizational Capacity Grants	These grants will be tied to an organizational assessment and stewardship framework to provide support to agencies in identified areas (i.e. strategic planning, board governance training, etc). This funding source would also support community trainings hosted by United Way that are made available to community organizations (i.e. program logic and outcomes development, measurement and evaluation, etc).
Community Engagement Grants	These grants support community engagement initiatives and opportunities. They may take the form of sponsorship for particular events or subsidies to allow for broader participation in community.

Forever Fund Grants	These grants are supported through the United Way endowment fund and have specific criteria for investment, as well as, a mandatory prevention component.
Newcomer Partnership Grants	A partnership between The Kitchener and Waterloo Community Foundation and United Way of Kitchener Waterloo & Area, these grants help build connections between small ethno-cultural associations and mainstream funders. These are small grants and each association must be sponsored by a registered charitable organization. Staff from both agencies will meet several times with these groups to help to develop the proposals in a way that meets everyone's needs.

What United Way Normally does NOT Fund:
Arts and culture.
Sports and recreation.
Capital campaigns.
Health-based issues.
Environmental projects/organizations.
Educational institutions.
Direct religious activities of religious groups or organizations.

Conditional grants:

In those instances when grants have been approved with conditions:

1. The nature of the condition(s) will be outlined in writing in the initial correspondence informing the recipient of the decision to award a grant conditionally.

2. No funds will be forwarded to the recipient until the conditions have been met, though funds may be released to the recipient as the conditions are being fulfilled, on a pro rata basis in the case of a matching or multi-year grant, for example.

3. The initial correspondence referred to in item 1 above will state precisely the time-frame available to the recipient for the fulfilling of the condition(s) under which the committee has awarded the grant

4. The offer of a conditional grant will expire on the date specified for the fulfilling of the conditions under which the grant was awarded; extensions of such deadlines will be reconsidered only in exceptional circumstances.

Additional General Granting Considerations:

United Way of Kitchener Waterloo & Area deems it a matter of high priority that the provision of grants should encourage the participation of other funding bodies through matching or challenge grants.

In addition to its usual interest in funding projects in the areas described above, United Way is also committed to maintaining flexibility in its use of funds so it can respond to emergencies or special needs affecting the community at large.

THE GRANTING PROCESS

What you do:

- If your organization falls within the guidelines of eligibility outlined above, phone Nancy Bird at the United Way office at 519-888-6100 ext. 229 to request a Community Grant Application Form.
- If you are in doubt as to whether your organization satisfies United Way's eligibility criteria or if you have specific questions about the completion of your Grant Application Form, please phone the United Way office. Nancy would be pleased to assist you.

What United Way does:

- The appropriate review team will review your application. These teams may be volunteer or staff.
- A volunteer or United Way staff person will direct any questions or concerns regarding the application to your organization.
- As part of its review process, United Way may solicit the advice of other knowledgeable individuals or organizations.

FINAL REPORT & ACCOUNTABILITY:

To help United Way evaluate its own success in achieving the mission of United Way of Kitchener Waterloo & Area, it is important to know how United Way's support has assisted you in the pursuit of your objectives. To that end, every recipient of a United Way grant is asked to provide a final report at the completion of its project. In particular:

- Whether you achieved the outcomes for your project as you envisioned them in your original application, and the means by which you have assessed the success of your project.
- Specific examples of the results of your project.
- The impact of your project on "improving the quality of life for all".
- The formation of new partnerships for your organization.

When you submit your final report, please include financial accounting for your project.

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