

United Way Glenelg Application 2019



United Way Glenelg

For Projects commencing in 2020.

Applications open Thursday 1 August 2019.

All applications must be received via email by 5:00pm on Saturday 31 August 2019

A. Grant Details

Title of Project: _____

Which fund are you applying for: (please tick **ONE** only)

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United Way Glenelg Community Fund

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United Way Glenelg Lewis Court Fund

Please refer to the guidelines carefully to ensure you select the most appropriate fund.

Amount requested from United Way Glenelg for this project: \$_____

Proposed Start date: ____/____/____

Proposed End date: ____/____/____

During the time of the project a representative from United Way Glenelg will contact you to organise a suitable time to view the program. Photographs will be taken to communicate to our donors the impact their donation is having on improving lives.

United Way Glenelg has identified three building blocks for a good life; Health, Education & Income. Please select one of the building blocks that best relates to your application. In cases where the application relates to more than one impact area please nominate a primary (1) and secondary (2) block.

☐

Health

☐

Education

☐

Income

Please Note:

A representative from your organisation will be required to attend an interview with our independent allocations panel to further discuss the aims and objectives of your project.

This interview will take place on **Wednesday 9 October 2019, Portland Business Hub, 33 Percy Street, Portland** and will take approximately 15 minutes. You will be notified of the time and venue closer to the date.

B. Organisation Information

Contact Details

Organisation Name	
Physical Address	
Mailing Address	
Telephone	
ABN Number	
Email	
Website Address	
Program Coordinator Name	
Phone	
Email	

Organisational Structure:

CEO or Senior Manager Name	
Phone	
Email	
Number of paid workers	
Number of volunteers	
Number of people who benefited from your services in the past year	
List the specific geographic areas covered by your organisation	
Are you registered as a United Way Glenelg Community Partner? If unsure please contact Nicole Angelino on 0410 513 305	

Brief description of organisation:

Provide a brief description of your organisation. This will be used by United Way Glenelg to promote your organisation in the media.

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C. Project Details

1. What is the aim of your project? Maximum 150 words

2. Describe the identified gaps or issues in your community. Maximum 150 words.

3. Describe how your project will address these. Maximum 150 words.

4. How many people do you anticipate will benefit from your program?

5. Will volunteers be used to assist in the implementation of the project?

Please circle Yes / No.

If yes, how many hours in total do you anticipate the volunteers will do?

Provide a brief description of their role in the project.

6. Please identify your partners in the project. State the organisation(s) and their role.

7. Are you aware of any duplication or similar projects in the Glenelg Shire? If so please describe.

8. Have you applied for any other funding for this project?

Please circle Yes / No.

If yes please indicate from whom and when you expect be notified of the outcome.

9. How will you evaluate the outcomes of your project? What data will you collect and how will you go about collecting it?

10. Will you be charging the participants a fee for this project?

Please circle Yes / No.

If yes, how much and how will it determined?

Recipients of United Way Glenelg funding must acknowledge United Way Glenelg in all promotional materials, media releases, and communication regarding funded projects. The United Way Glenelg logo will be provided to successful applicants for this purpose. The Evaluation Report requires evidence that you have promoted United Way Glenelg's support.

D. Nominated Bank Account

The bank account nominated will be directly credited should this application be successful.

The funding will only be paid into a bank account in the name of the organisation at United Way Glenelg will not make payments to third parties, individuals or personal bank accounts.

Details should include a 6-digit BSB, an account number between 2 and 9 digits and the correct account name

BSB:

Account Number:

Account Name:

E. Project Budget

The budget is the backbone of your United Way Glenelg application.

The application should match the budget perfectly. There should be no surprises in the budget.

United Way Glenelg requires a **project budget** not an organizational or operating budget.

- This budget outlines the resources required to carry out the project which is being proposed for funding.
- If there are some unusually large expenses in the budget or if something requires an explanation, include a budget narrative that explains the details and shows the calculations used to arrive at the numbers.
- The total income amount **MUST** equal the total expenditure.
- Please attach quotes for capital expenses.

PROJECT INCOME		PROJECT EXPENDITURE	
	\$		\$
United Way Grant Sought		Administration costs	
		-	
Other Confirmed Grants		-	
Government grants		Transport	
Foundations		-	
Funds from your organisation		-	
External business donations		Advertising and promotion	
Community fundraising		-	
		-	
		Venue/meeting room Hire	
		Capital purchase	
		-	
Other Income		-	
Fees / charges for services		Resources/Materials (itemise)	
Sponsorship		-	
In-kind support		-	
Other (itemise)		Other (itemise)	
		-	
		-	
		-	
		-	
		-	
		-	
TOTAL INCOME		TOTAL EXPENDITURE	

***please attached quotes if purchasing equipment**

F. Accountability and Evaluation

Any surplus funds must be returned to United Way Glenelg. Where applicable, organisations can request to roll over the funds to the following year. This however requires consultation with the Executive Officer, followed by a formal letter of request.

All successful applicants must complete the United Way Glenelg Evaluation Report at the completion of the project. The Evaluation Report requires evidence of expenditure of all funds through the provision of receipts, ledger reports, etc. The evaluation must be received within 30 days of the completion date as specified in the project application.

The CEO or Senior Manager must be fully aware, and provide acknowledgement, of the application in order that duplication and competitiveness within the same organisation is avoided.

The CEO or Senior Manager must be able to complete the Evaluation Form at the conclusion of the program being funded if the person applying for the grant in your organisation is no longer employed.

CEO Signature: _____

E. Privacy

In some circumstances different agencies can have similar requests for funds. In this situation are you happy for the sharing of information between agencies

Yes ☐ No ☐

Please attach any other details that you think are relevant in relation to this application

Project Officer Name: _____

Signed: _____

Position in Organisation: _____

Please email completed application to:

Email: mail@unitedwayglenelg.com.au

Enquiries: Please contact Nicole Carr 0410 513 305

All applications are to be received by email no later than 5.00pm
Wednesday Saturday 31 August 2019

LATE APPLICATIONS WILL NOT BE CONSIDERED