

Below is an outline of what will be requested in the online application and in the order that it is requested.

**A. Grant Request Contact Information:**

Thank you for taking the time to complete this application. Remember to have your answers saved in another location. The answers you submit will be saved as long as you keep your browser open. If you close your browser before clicking "submit" you WILL LOSE your information.

1. **Name:** Name of person applying
2. **Email:** Email of person applying
3. **Agency Name**

**B. Funding Request Summary:**

1. **Program Name:** Name of the program for which you are applying
2. **Program Amount Request:** Amount your program is requesting
3. **Program Summary:** Tell us a little about the program for which you are applying

**C. Community Need for Program:**

1. **United Way Focus Areas:** Choose which area your program address
2. **Addressing Focus Areas:** How your program addresses each focus area and how it will be distinctive from other programs.

**D. Program Plan & Measurements:**

1. **Program Costs:** Explain what your program is paying for (this includes staff, volunteers, resources, facilities, supplies, equipment, etc. - Include specific data like estimated number of staff, number of volunteers, amount of supplies, etc.)
2. **Program Methodology:** Explain what your program will do. (Detail specific processes, events, activities, or duties that you, your staff, and your volunteers will be doing to fulfill your program outcomes).

**E. Service Demographics:**

Please upload a PDF file of the number of people your agency served in 2021 by location in Davie County. We want to know how it is you know your clients are from Davie County (Please show us your demographics by location, race, age, gender, & household income).

**F. United Way of Davie County Campaign Support:**

The United Way of Davie County's Annual Campaign raises money to fund your program each year. We would like to know the information you use to tell your story so that we can access it to help market the work we do to raise funds for your program.

1. **Agency website:** Does your agency have a website?
2. **Promotional Commitment:** I agree that our agency will share impact stories, videos, photos, quotes, and any information that allows the United Way of Davie County to promote the work of our agency.

**G. United Way 211 Support:**

**Info Update for 2-1-1:** As of the date of this application I certify that my agency's 2-1-1 information is up to date on the 2-1-1 website.

#### H. Financial Accountability:

Share with us information about the finances related to the program you are applying for and your agency.

1.  **2022 Program Budget Form (Upload Needed):** Upload a completed copy of this excel form.
2. **Budget Time Frame:** What months does your budget run? (eg. Calendar year, January - December)
3. **Willingness to Upload:** If requested, would you be willing to provide
  - i. Actual versus Budget Profit & Loss Report
  - ii. Current year's budget
  - iii. Solicitation License
  - iv. Form 990

#### I. Agency Organization:

Below you will share information about how your agency is organized and run.

1. **Willingness to Upload:** If requested, would you be willing to provide
  - i. Agency By-Laws
  - ii. CPA's Audit or Financial Summary
2.  **Board of Directors (Upload Needed):** Please upload the most recent copy of your Board of Directors [this should include (1) name, (2) email addresses, (3) phone numbers]
3. **Operating Budget Size:**
  - a. *Less than \$200,000*
  - b. *More than \$200,000*

#### J. Volunteers:

We would like to know a little about how you use your volunteers.

1. **Total number of volunteers:** How many volunteers did your agency use in 2020?
2. **Total number of volunteer hours:** What was the total number of volunteer hours in 2020?
3. **Background checks:** Do you perform background checks on your volunteers?
  - i. If no, explain why you don't perform background checks.

#### REQUIRED ATTACHMENTS:

- 2022 Program Budget Form (Download Form)
- Board of Directors

#### Please be willing to provide if requested

- Prior Year's Actual Versus Budget Profit & Loss Report
- Current Year's Budget
- Agency By-Laws
- Form 990 or Form 990EZ
- CPA's Financial Summary or CPA's Financial Audit

**DUE DATE: MONDAY, MARCH 14<sup>th</sup>, 2022**