



COMMUNITY GRANT REQUIREMENTS/INSTRUCTIONS

Through this panel's recommendation, grants in the range of \$500 to \$1500 may be awarded to applicants in each quarter based on requests received. Final approval is by the United Way Board of Directors.

Quarterly Grant Deadlines

First Business Day of February
First Business Day of May
First Business Day of August
First Business Day of November

Award Date

Last Business Day of March
Last Business Day of June
Last Business Day of September
Last Business Day of December

- ~ Eligible institutions must be tax exempt, 501 (C) (3) designated charitable organizations for at least one year.
- ~ Request cannot be made by a United Way agency for the specific services funded through the allocation process unless a documented unplanned emergency situation exists.
- ~ Eligible agencies can only be awarded funds once every twelve (12) months.
- ~ Guidelines set by the United Way of Jefferson County preclude contributions to partisan political groups, religious organizations or individuals.

The following items must be included with the grant request:

- 1) Latest Annual Report or Audit
- 2) Organization Brochure
- 3) Copy of IRS 501 (C) (3)
- 4) Copy of grant documents if request is for grant match
- 5) Previous year's budget

Applicant Copy

Revised 9/05

UNITED WAY OF JEFFERSON COUNTY

COMMUNITY GRANT APPLICATION

Name of Organization: _____

Address: _____

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Phone number: _____ **Fax**
_____

Contact Person & Title: _____

E-mail address:

Amount Requested: _____ **Date of Request:** _____

Summarize the organization's mission (please attach an annual report, brochure, list of current board members, copy of IRS 501(C)(3) determination letter, etc.):

Describe how these funds will be used. Please be specific including number of people you expect to serve, the service/services you will be providing, the rate of service and where (location) these services will be provided. Please estimate the service period this funding will be used and exhausted if received. If this grant request is due to a current or projected loss of funds from other sources, please describe fully.

If your service request requires more monies than this committee can authorize (\$500 to \$1500), please verify where the additional funding is being provided from for this service.

If your organization is a current member agency of the United Way, how does this request differ from your allocation request?

Describe the volunteer and/or board member involvement committed to your organization's fundraising goals.

What is your Agency's current funding relationship with the United Way of Jefferson County? Please describe current funding and past community grants requests:

Signature and Title of Preparer

Date

**Please submit this completed form to: United Way of Jefferson County
Attn: Community Grant Review Board
P. O. Box 1463
Steubenville, OH 43952
Phone: 740-284-9000 Fax: 740-283-2103
director@unitedway-jc.org**