

**UNITED WAY OF RUTLAND COUNTY**  
*Partners to Create Stronger Communities!*

**2021**  
**MINI - APPLICATION**  
*for*  
**COMMUNITY IMPACT PROGRAM FUNDING**



**United Way of Rutland County**

United Way of Rutland County  
88 Park Street, Rutland, VT 05701  
Fax: 802-770-5133  
Website: [www.uwrutlandcounty.org](http://www.uwrutlandcounty.org)

**Contact Executive Director Caprice Hover**

Phone: 802-773-7477  
E-Mail: [caprice@uwrutlandcounty.org](mailto:caprice@uwrutlandcounty.org)

## UWRC PROPOSAL SUBMISSION CHECKLIST:

Assembling the UWRC Proposal:

Before submitting a proposal to United Way of Rutland County's Community Impact Campaign team, please be *certain* that all of the noted information below is complete.

- UWRC Proposal Cover Sheet** (*form included*)
- Program Narrative** (*no more than 4 to 5 typewritten pages in 12-point font with 1 inch margins, Times New Roman font, and Single-Spaced please*) — Use attachment sent with this application.
- Program Timeline Form** (*form included*)
- Program Evaluation Form** (*form included*)
- Proposal Measurement Tool** — Please provide the tool you will use to measure success.
- Proposal Budget and Narrative** (*included within Program Narrative – no more than one page, please*)
  - Organizational Annual Budget**
- Proof of Nonprofit Status**
- Letter of Support, if applicable** (*form included, with extra attachment for sharing*)
- Additional information describing the program** — This could be an informational sheet, data supporting the need for the program, etc.
- Last Fiscal Year Organizational Budget to Actual and Balance Sheet**

File Formats:

The following file formats will be accepted:

- Microsoft Word
- Microsoft Excel (*Budget Information*)
- Adobe PDF

Sending the Proposal:

**Please create one PDF with attachments arranged in the order listed above and email to [caprice@uwrutlandcounty.org](mailto:caprice@uwrutlandcounty.org) by MIDNIGHT April 2<sup>nd</sup> 2021**

### **Remember:**

Proposals will *only* be accepted electronically unless previous arrangements are made!

QUESTIONS? : Please contact Caprice Hover, Executive Director:  
[caprice@uwrutlandcounty.org](mailto:caprice@uwrutlandcounty.org)

# UNITED WAY OF RUTLAND COUNTY



## GENERAL INSTRUCTIONS

### Criteria for Funding

The 2021 Evaluation details; specific criteria on which the Allocations Team will base funding decisions. The overarching criteria are:

- 🌈 Program alignment with Area of Need
- 🌈 Program alignment with agency mission
- 🌈 Connectivity to the community
- 🌈 Avoidance of duplication of services
- 🌈 Evidence of need in population to be served
- 🌈 Program structure and timeline
- 🌈 Viable budget
- 🌈 Intended outcomes
- 🌈 Measurement of outcomes
- 🌈 Plans for reporting and dissemination of results

### Eligibility for Funding







To be considered for a grant an agency must:

- 🌈 Be exempt from income taxes under section 501c(3) of the IRS;
- 🌈 Be located to serve the residents of Rutland County;
- 🌈 Employ staff and provide services without discrimination on the base of race, religion, gender, age, origin, sexual orientation, or any other legally protected status under Federal or State law;
- 🌈 And fulfill all requirements on the checklist provided.





### How Much Funding to Seek

UWRC has historically funded agencies with grants ranging from \$1,000 to \$3,000

**FOR THE MINI APPLICATION.** When deciding how much to ask for, you should be aware that the Allocations Team will consider the following:

-  How much impact the proposed program will have in the community;
-  The need for the program and its 'fit' with what is already available;
-  Sustainability of the program long term;
-  Additional resources and funding from non-UWRC sources;
-  The size of the grant in relation to the agency net operating budget;
-  And the RFPs submitted by other agencies.

### **Timeline for Funding**

-  **Letter of Intent:** March 5<sup>th</sup>, 2021 (*Midnight*)
-  **Grant Application Deadline:** April 2<sup>nd</sup>, 2021 (*Midnight*)
-  **Awards Deadline:** June 30<sup>th</sup>, 2021
-  **50% of funds released:** August, 2021

### **How to Submit a Proposal**

Submit the Letter of Intent (see the Community Impact Handbook) by the published deadline. *Applications will only be accepted from agencies who submit a Letter of Intent.*

Applications are due April 2nd, 2021 by midnight. Include ALL documents required as per the Checklist

One (1) copy must be received electronically via email (attached in PDF or as a Word document) to [caprice@uwrutlandcounty.org](mailto:caprice@uwrutlandcounty.org)

# UNITED WAY OF RUTLAND COUNTY



## COMMUNITY IMPACT FUNDING APPLICATION REQUEST FOR PROPOSAL

### Contact Details

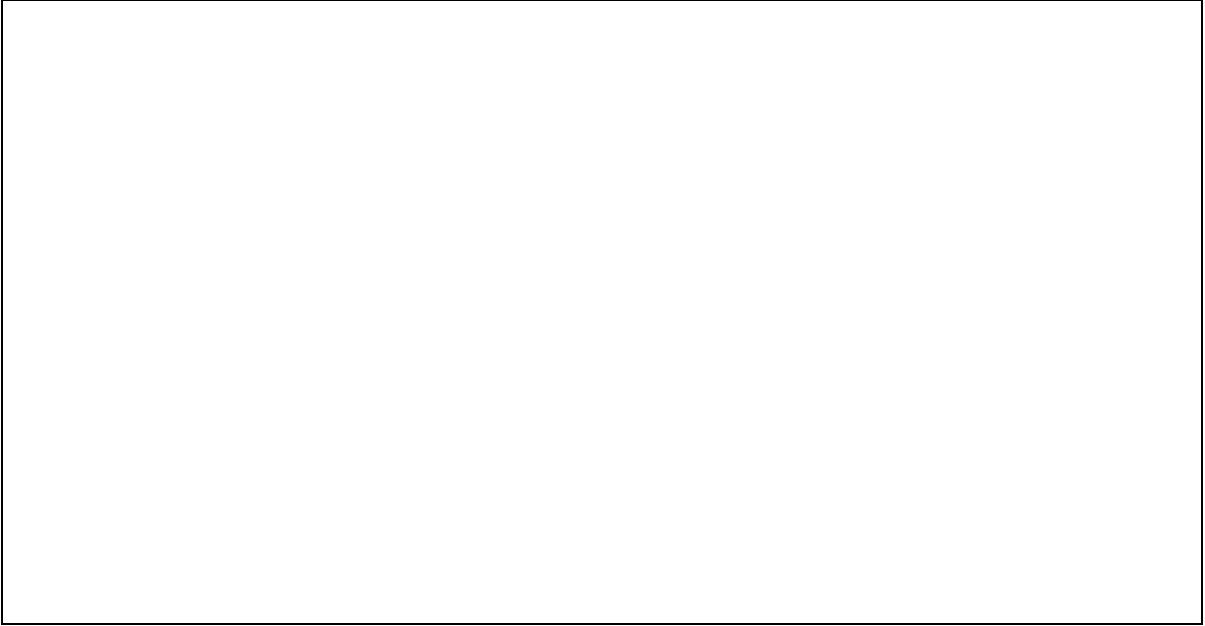
Agency Name:
Physical Address:
Mailing Address (if different):
Executive Director:
Contact Person: (program leader)
Title/Role: (program leader)
Phone #(s):
Email: (Executive Director)
Email:

(program leader)
Website address:

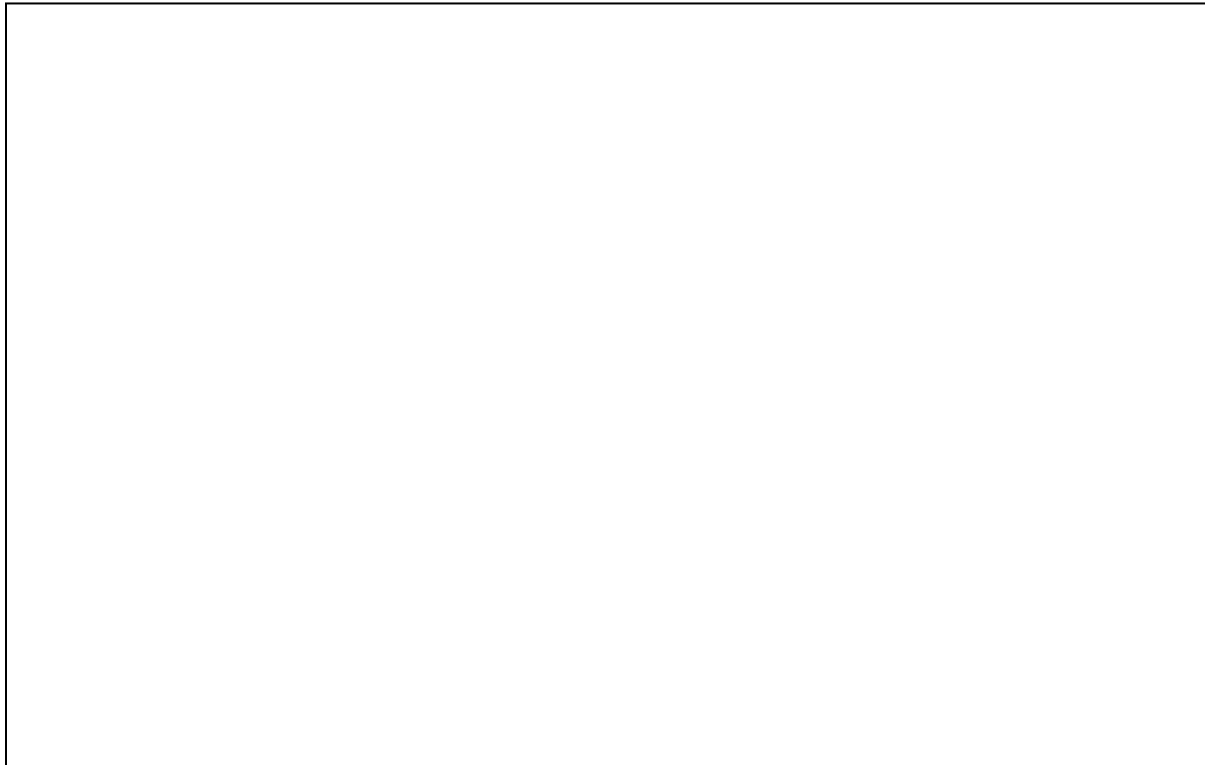
**Title of Proposed Community Impact Program**

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**Agency Mission and Overview of Current Work**



**Brief Overview of Proposed Community Impact Program** (demonstrate how this proposed program fits with your mission; program details are requested below) Describe target population, numbers served, and how program will change lives.



**Evidence That This Program Does Not Duplicate Existing Services In Rutland County**  
(provide an overview of other similar programs, if they exist, and demonstrate how this program will differ)How is the community better off for having the program. Explain how you collaborate with other agencies.

**Program Activities** (e.g., the services to be provided, interventions to be put in place, facilities and/or resources made available)





**Attached Documents** (list below any *supplementary documents not required by UWRC* that will accompany your application so we can be sure we received everything; use the checklist as a guide to what is required)

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**Signatures**

Name of Person Completing Application	Signature	Date

I/we, the undersigned, agree that the information provided in this Request for Proposal is an honest and accurate representation of the proposed Community Impact Program, and that by signing on behalf of \_\_\_\_\_ (name of agency) for which I am an authorized representative, said agency accepts all terms and conditions relevant to this program.

Executive Director	Signature

Program Leader	Signature