**United Way Society of the Yukon**

**Funding Application Instructions (2019-2020)**

United Way Society of the Yukon (“United Way”) provides grants of up to $10,000 on an annual basis to eligible non-profit organizations for projects/programs that benefit Yukon communities and fit within United Way focus areas. These focus areas are:

1. **From poverty to possibility**: Moving people out of poverty and meeting basic human needs (e.g. food, shelter, jobs).
2. **Healthy people, strong communities**: Improving access to social and health related support services, supporting resident and community engagement, and supporting community integration and settlement.
3. **All that kids can be**: Improving access to early childhood learning and development programs, helping kids do well at school and complete high school, and helping kids make a healthy transition into adulthood and post secondary education.

More information about these focus areas can be found at <http://www.unitedway.ca/how-we-help/>

 **When is the application deadline?**

* Applications including all required information must be submitted by 5 p.m. Friday, February 8, 2019.

**Who is eligible to apply?**

* A registered charity or other qualified donee under the federal Income Tax Act (which may include Yukon First Nation governments).

**Are there other conditions?**

* Funded projects must start on or after April 1, 2019 and end by March 31, 2020.
* Projects/programs must take place in the Yukon Territory.
* To be approved for funding, applicants must be an affiliate member of United Way. Applicants must apply for membership by filling out the funding application form and paying a $10 annual membership fee.
* Organizations must disclose all sources of project/program funding and anticipated expenses for the entire project/program.
* Organizations who received grant(s) from United Way for project(s) in a previous year must be in good standing, i.e. Projects must be completed and Final Reports must have been submitted to United Way.
* If a project funded in a previous year is still ongoing at the time of application, the organization must provide an interim report (please use the Final Report template) with its application for funding.
* We cannot promise that every project/program will be funded.

**What may the funding be used for?**

* Costs of new projects or enhancing/expanding programs
* Salary and benefits for personnel to deliver projects/programs
* Training for staff and/or volunteers to deliver projects/programs
* Purchase of equipment and supplies (see note below regarding purchase of capital assets)
* Rent for space for the project/program to operate
* Public education or information materials
* Travel costs associated with the project/program

**What costs are not eligible for funding?**

* Fixed or overhead costs for items such as the organization’s office rent, or core salaries or benefits for administrative staff
* Capital expenditures over $1,000.

**What happens after an application is received?**

* United Way’s Community Engagement & Investment Committee reviews and evaluates all applications, and then makes a funding recommendation to the United Way Board of Directors.
* The funding recommendation will be reviewed and a decision made by the Board by mid-March 2019 and all applicants will be notified of the status of their application before the end of March.

**How to complete the application for funding**

* The application package includes an application form, budget forms (sources of project funding and expenses), and a funding agreement.
	+ Fill in the application and make sure you provide all of the information requested on the second page of the form
	+ Fill in the budget forms with all sources of project funding and anticipated expenses
	+ Fill in your organization’s name on the first page of the funding agreement, and have it signed by your authorized representative(s)
	+ Include your affiliate membership fee of $10 (cheques should be made payable to “United Way Society of the Yukon”)
* Submit your application package before **5 p.m. Friday, February 8, 2019**
	+ By mail: must be received United Way Yukon, P.O. Box 31731, Whitehorse, Yukon Y1A 6L3 must be received by Friday 5 p.m.
	+ In person: at the United Way office at 305 Wood Street, Whitehorse, Yukon (shared with Volunteer Benevoles Yukon)
	+ By email: ed.uwyukon@gmail.com
	+ Online: www.unitedwayyukon.ca/apply-for-funding

**For more information …** contact Joan Turner at (867) 633-8486 or Diane Chisholm at (867) 667-6043