



HINTON UNITED WAY  
APPLICATION FOR FUNDING

## **About Hinton United Way**

Hinton United Way's VISION: *"Improved quality of life for those in need."*

Hinton United Way's MISSION STATEMENT: *"The Hinton United Way works with the community to support local human service not-for-profit organizations and advocates for long-term community wellness."*

Hinton United Way is a charitable organization whose supporters, volunteers and Board of Directors work towards **improving the quality of life for those in need**. Each year Hinton United Way embarks on a fund raising campaign which typically runs from September to December. Hinton United Way invests in local organizations who focus on providing human services and programs that improve the quality of life of those in need.

A new focus of Hinton United Way is to foster long-term community wellness. Hinton United Way has provided funding to the Hinton Friendship Centre who offers Head Start. Head Start is a program that focuses on early childhood development. It is an example of a program that contributes to the long-term community wellness of Hinton. Hinton United Way looks forward to working with the community of Hinton on initiatives that contribute to long-term community wellness.

### **How Does Hinton United Way Invest In Its Community?**

Hinton United Way community invests in two broad areas. Investment occurs in organizations, programs and projects that 1) address community needs, sustain life and provide basic necessities; and 2) build capacity. These two areas of investment are described below.

1. Address Community Needs, Sustain Life and Provide Basic Necessities – Hinton United Way will continue to invest in local organizations, programs or projects that provide basic necessities such as food, clothing and shelter.
2. Capacity Building - The organization is also committed to long-term community wellness. Long-term community wellness involves providing opportunities for individuals to develop skills to move beyond satisfying their physiological or basic needs. A portion of Hinton United Way's investment will develop skills and build capacity of individuals and families in need so they can reach their potential today and in the future. Investments of this nature go beyond providing basic necessities. Ideally, through Community Capacity investment, Hinton United Way will work with organizations to reduce the number of community residents living in vulnerable conditions, thus improving their quality of life and contributing to the sustainability of Hinton. Hinton United Way is interested in funding innovative programs and projects that build capacity of individuals.

## **What are Hinton United Way's Priority Areas for Funding?**

Hinton United Way's priority areas for funding are as follows:

- A. Support people living in vulnerable situations which may include seniors, new immigrants, people experiencing violence at home or school, people with health conditions or disabilities, or those living in poverty.
- B. Foster successful transition for children and youth.
- C. Improve lives for economically challenged families.

## **Who and What Are Eligible to Receive United Way Funding?**

The Hinton United Way uses the following funding criteria. Applications to and recipients of United Way dollars must:

- Support Hinton United Way's Vision and Mission,
- Provide community services with an emphasis on wellness and social needs,
- Demonstrate a priority need for the program and/or service for which they are requesting funds,
- Demonstrate the ability to effectively offer the program and or service,
- Demonstrate the need for Hinton United Way funds,
- Provide an annual budget for the fiscal year in which funding is requested,
- Provide a summary of revenue and expenditures including audited financial statements from the last fiscal year.
- If the organization has received funding from Hinton United way, report on the impact of previous United Way funding,
- Provide an overview of funding received from other agencies and unsuccessful funding requests from other agencies,
- Provide programs and services to the residents of Hinton, Alberta,
- Be a registered charitable organization.

## **Details and Deadlines for Applications to Hinton United Way**

The deadline for submitting applications is **14:00 on Friday, March 6, 2015.**

Applications can be mailed to:  
Hinton United Way  
Box 6625  
Hinton, AB T7V 1X8

**OR**

Applications can be delivered to the Hinton Voice, 187 Pembina Ave., Green Square, Hinton, AB.

Questions about the application process can be emailed to Tyler Waugh at [news@hintonvoice.ca](mailto:news@hintonvoice.ca).

## **Application to Hinton United Way**

### **Part I: The Applicant**

Part One provides information about the organization applying for Hinton United Way funding and key project personnel. Part One of the application is used to assess the following funding criteria:

- Demonstrate the ability to effectively offer the program and or service,
- Provide programs and services to the residents of Hinton, Alberta,
- Be a registered charitable organization

<b>1.1 CONTACT INFORMATION</b>	
Name of Organization	_____
Mailing Address	_____ _____
Name of Contact Person	_____
Phone Number	_____
Fax Number	_____
Email Address	_____
Alternate Contact <small>Please provide an alternate contact if the contact person may be unavailable.</small>	_____
Date Agency Established	_____
CCRA Charity Registration	_____
Not-for-Profit Business Number	_____
Amount of Funding Request	_____

**1.2 ORGANIZATION INFORMATION**

- Provide your organization’s mission statement and a description of the organization.
- Provide a list of officers and members of your Board of Directors or Advisory Committee.
- Does your organization have paid staff?            Yes            No  
If yes, please fill in the table below:

<i>STAFF POSITION</i>	<i>FULL-TIME</i>	<i>PART-TIME</i>

- Does your organization rely on volunteers?            Yes            No  
If yes, please estimate the number of hours volunteers contribute to your organization annually?
- Provide a copy of Alberta Registries Annual Return for Society and Non-Profit Company, Proof of Filing for the most recent fiscal year end.
- Provide a copy of CCRA Registered Charity Information Return Summary for the most recent fiscal year end.

**1.3 KEY PERSONNEL**

NOTE: If Hinton United Way funding is not being used for a specific program, there is no need to address the second bullet in section 1.3.

- List and summarize the experience of individuals who are responsible for the organization delivering its services.
- List and summarize the experience of individuals who are responsible for the delivery of specific programs for which Hinton United Way funds will be used.

## **PART 2: Services and Program Information**

Hinton United Way provides unrestricted funding, which can be used to cover operating, costs or costs associated with delivering services.

Hinton United Way also provides funding for programs that build capacity of individuals or families to reach their potential.

Part Two of the Application is used to assess the following funding criteria:

- Support Hinton United Way's Vision and Mission,
- Provide community services with an emphasis on wellness and social needs,
- If the organization has received funding from Hinton United way, report on the impact of previous United Way funding in the community of Hinton,
- Demonstrate a priority need for the program and/or service for which they are requesting funds.

Please address the following questions and points in Part 2 of your application.

- Describe the services or programs provided by your organization. Please include:
  - The target group that use and benefit from your services and programs,
  - The approximate number of individuals who benefit from your programs or services each year.
- How do the services offered or programs provided support Hinton United Way's Vision and Mission Statement? (Refer to page 2 of this document for the Vision and Mission.)
- How do the services and programs offered by your organization improve the quality of life of residents of Hinton who are in need?
- How will Hinton United Way funding impact the services or programs your organization offers? For example, if your application to Hinton United Way is successful, will your organization be able to offer a new program? Alternately, without if your application to Hinton United Way will you need to reduce the level of service you provide?
- If your organization has received funding from Hinton United Way, please describe the impact of this funding. For example, how many individuals used or benefited from services or programs where Hinton United Way funding was applied? Did Hinton United Way funding improve the quality of life of those in need?
- Describe if the funds received through Hinton United Way will be used to:
  - a. Address community needs, sustain life and provide basic necessities,
  - b. Develop skills and build capacity of individuals and families in need so they can reach their potential today and in the future.

## **PART 3: FINANCIAL INFORMATION**

Part 3 of the application is used to assess the following funding criteria:

- Provide an annual budget for that corresponds with the year in which funding is requested,
- Provide a summary of revenue and expenditures including audited financial statements from the last fiscal year.
- Provide an overview of funding received from other agencies and unsuccessful funding requests from other agencies.

### **3.1 REQUIRED INFORMATION**

- Please provide a copy of your organization's most recent audited financial statements.
- Provide the value of cash reserves of your organization.
- Provide the value and list your organization's liabilities.
- Provide the value and list your organization's assets.
- Provide a list of your organization's restricted funds.

### **3.2 ORGANIZATION'S BUDGET**

Hinton United Way requires a budget for the year in which funds are requested. Budgets should include enough detail so a third-party reviewing the application form and budget has a reasonable understanding of your organization's operations and business. Budgets should include the following:

1. **Confirmed Revenue and Its Source(s)**
2. **Unconfirmed Revenue.**  
Unconfirmed revenue includes dollars raised through annual fundraising, applications to other granting agencies or government programs.
3. **Operating Expenses.**  
Operating expenses include items that are essential for and to operate or remain open. These expenses may include wages and salaries required for your organization to run, rent and utilities.
4. **Program, Project and Product Expenses**  
Program, project and product expenses are those costs associated with offering a specific program or project. These expenses also include costs relating to developing products, for example a brochure that promotes your organization.

The template on page 8 may be used to provide budget information. Alternately, you can provide your budget in a different format. Please ensure the budget includes the information listed above and can be understood by someone unfamiliar with your organization's operations.

See attached budget (Check here) \_\_\_\_\_

**BUDGET FOR CURRENT YEAR**

	<i>Latest F/s Year End</i>	<i>Budget</i>
<b>Receipts:</b>		
1. Membership Fees	_____	_____
2. Fundraising Events	_____	_____
_____	_____	_____
_____	_____	_____
3. Unrestricted Funding	_____	_____
_____	_____	_____
_____	_____	_____
4. Restricted Funding (e.g. Program Funding)	_____	_____
_____	_____	_____
_____	_____	_____
5. Other	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL RECEIPTS</b>	<b>=====</b>	<b>=====</b>
<b>Expenditures:</b>		
1. Personal Services:		
Wages	_____	_____
Benefits	_____	_____
SUBTOTAL	<b>=====</b>	<b>=====</b>
2. Facilities:		
Rent	_____	_____
Utilities	_____	_____
Telephone	_____	_____
Supplies	_____	_____
SUBTOTAL	<b>=====</b>	<b>=====</b>
3. Administrative Expenses:		
Advertising	_____	_____
Audit/Accounting	_____	_____
Memberships	_____	_____
Volunteer appreciation	_____	_____
SUBTOTAL	<b>=====</b>	<b>=====</b>
4. Program Expenditures:		
_____	_____	_____
_____	_____	_____
SUBTOTAL	<b>=====</b>	<b>=====</b>
5. Other:		
_____	_____	_____
SUBTOTAL	<b>=====</b>	<b>=====</b>
<b>TOTAL EXPENDITURES</b>	<b>=====</b>	<b>=====</b>
<b>RECEIPTS LESS EXPENDITURES</b>	_____	_____
<b>BANK BALANCE BEGINNING OF YEAR</b>	_____	_____
<b>TOTAL</b>	<b>=====</b>	<b>=====</b>

Submitted by: \_\_\_\_\_

Date \_\_\_\_\_