



**United Way of Northern British Columbia (UWNBC)
Community Investment & Impact Fund Cycle Information**

- **Funding Period:** [September 1, 2019 to August 31, 2020](#)
- **Funding Request Amount:** requests typically range between \$1,000 to \$10,000
- **2 Step Application Process:**
 - 1) **Overall Application Compliance Review** – In this step, the completion of the application, organizational alignment, and program information is reviewed.
 - a. Applications must have ALL sections complete to be considered.
 - b. Applications deemed incomplete will be rejected and applicants will be advised via email.
 - c. Applicants will need to reapply prior to the deadline to be considered in the open funding cycle.
 - d. If agencies are short-listed in this stage, the UWNBC office will connect with the listed contact person to obtain the more detailed information required in step 2 of the application process.
 - e. Please refer to the Appendix for more information and criteria to guide your application as well as the forms that will be required in step 2 of the process should your application be short-listed.
 - 2) **Community Investment & Impact Committee Review** – In this step, the more detailed information regarding the funding request will be reviewed by external stakeholders and community leaders that are part of the Committee. A decision on what funding UWNBC will be able to provide will be determined in this stage and communicated to agencies accordingly.
- **Application Timeline:**
 - Deadline for applications is [June 24, 2019 by 12:00 pm \(noon\)](#).
 - Unfortunately, UWNBC is not able to accept late applications.
 - Schedule:

DATE	STEP
May 22, 2019	Application period opens
June 24, 2019	Application period closes – must be received by 12 pm (noon)
June 24 – August 2, 2019	Assessment process
August 30, 2019	Notification to applications will occur by this date
September 1, 2019	New funding period begins (with end date of August 31, 2020)

- **Application Submission:**
 - When finished this application, please convert to PDF format and submit to info@unitedwaynbc.ca with the subject line: [UWNBC Application for Funding 2019](#).
 - Contact 250-561-1040 if you have any questions.



APPLICATION

Section A - Investment Request	
Organization Name:	
Program Name:	
Funding Request Amount:	\$
How many people will this program impact overall?	
Briefly describe how you determine impact?	

Section B - Organization Information			
Full Legal Name of Your Organization:			
What kind of organization are you?			
<input type="checkbox"/> Registered Charity <input type="checkbox"/> Registered Society <input type="checkbox"/> Non-Registered Entity with Sponsoring Charity <input type="checkbox"/> None of these			
# _____ # _____ Charity Name: _____			
Office Phone Number:	Social Media handle/user name:		
Email Address:	<input type="checkbox"/> Facebook: _____ <input type="checkbox"/> Instagram: _____ <input type="checkbox"/> Twitter: _____		
Website Address:			
Mailing Address:	Postal Code:		
Physical Address: <input type="checkbox"/> same as mailing address			
Contact Details	Full Name	Direct Phone Number	E-mail Address
Executive Director			
Board Chair / President			
Primary Contact			
What are your organization's Mission, Vision, and Values? (as applicable)			



What programs does your organization currently provide? (bullet form)

Section C - Program Overview
This section requires information specific to the program you are applying funds for.

Is this program new to your organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What type of program is it?	<input type="checkbox"/> Continuous	<input type="checkbox"/> Time Specific Operating Time Period:
Are there other entities offering a similar program to yours?	<input type="checkbox"/> No	
Would United Way be your only source of funding?	<input type="checkbox"/> Yes - other entity/entities:	
How will you measure your success?	<input type="checkbox"/> Qualitative (i.e. what difference the program makes)	<input type="checkbox"/> Quantitative (i.e. how many clients you serve)
Do you have a volunteer board that meets regularly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No evaluation planned
Do you host an Annual General Meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What Financial Statements can you provide?	<input type="checkbox"/> Notice to Reader <input type="checkbox"/> Review of Engagement <input type="checkbox"/> Audited Financials <input type="checkbox"/> None available	
Are the Financials you can provide prepared by a licensed public accountant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No – who has prepared them?

Briefly describe the program (400 words or less). Include who it will serve, through what means, and the anticipated short- and long-term outcomes of the program for clients and community.

How have you determined the need for this program (400 words or less)? Provide current community evidence, statistics, and information.

APPENDIX
A – GUIDING PRINCIPLES & ELIGIBILITY CRITERIA
B – 3 UNITED WAY PILLARS
C – STEP 2 APPLICATION
D – STEP 2 FORM: IMPACT & REACH
E – AFTER APPROVAL FORM: BANKING INFORMATION

APPENDIX A

GUIDING PRINCIPLES & ELIGIBILITY CRITERIA

INVESTMENT GUIDING PRINCIPLES

- Invest resources where they are needed the most and where they will have the greatest impact.
- Invest to make a measurable difference in the community.
- Invest in a range of strategies to advance the priority goals including front line programs and services, convening, research and speaking up.
- Invest in accordance with the evolution of the priority goals that reflect the needs of the community.
- Invest to promote collaborative efforts to advance the priority goals.

INVESTMENT PRIORITIES

United Way of Northern BC's current priority goals for investment focus on specific issues that affect disadvantaged populations to achieve community impact. To advance these priority goals, we invest for results in terms of people served, program outcomes, and lives changed for the better.

THESE GOALS ARE DESIGNED TO:

- Address root causes or systemic issues.
- Offer rich opportunities to align the work with multiple community partners.
- Enable evidence-based approaches.
- Capitalize on community energy.

ELIGIBILITY CRITERIA

Applicants must meet all the following criteria:

- Applicant must be a registered charity (with its own RR number) or qualified donee (Canadian amateur athletic association, municipalities, school).
- Applicant must maintain a volunteer board that meets regularly.
- Applicant must host an Annual General Meeting.
- Applicant must have financial statements that have been prepared by a licensed public accountant. This includes Notice to Reader, Review Engagement or Audited Financials. Audited Financials are preferred.

If any of the above criteria are not met, applicants must enter into a formal partner sponsorship agreement with a registered charity (with its own RR Number) that meets all the above criteria. This charity will be termed the "Sponsoring Charity".

OTHER CRITERIA

- The activities proposed by the applicant must benefit residents in the Northern BC region.
- The applicant's primary focus and mandate must be within the social services sector.
- The request submitted by the applicant must clearly support stated priority goal(s).
- The applicant (or partnering sponsor organization, in the case of sponsored applicants) must be financially solvent.
- The applicant must carry liability insurance (at least \$2 million) to cover the program/project seeking UWNBC funding.

APPLICANTS INELIGIBLE FOR FUNDING

- Post-secondary institutions.
- Hospitals.
- Religious projects.
- Individuals, personal things.
- Programs operated by the federal, provincial or municipal government.
- Fundraising events.
- Deficit or emergency funding.
- Attendance at conferences, workshops or training sessions.
- Capital campaigns, expenditures or capital costs (e.g. equipment, furniture, the construction of a building).
- Groups that do not meet the objectives of UWNBC (3 Pillars, Mission, Vision, Values).

COSTS INELIGIBLE FOR FUNDING

- Retirement of debts or budget deficits.
- Costs for capital equipment or expenses related to construction, or the development of facilities.
- Wage subsidies for program participants.

APPENDIX B

3 UNITED WAY PILLARS

1 - From Poverty To Possibility

Food Security – supports to ensure access to food for individuals and families experiencing food insecurity, support to build community by growing, cooking and sharing food together. Includes breakfast/snack programs, community gardens, cooking programs, meals on wheels, community meals, food collection programs.

Housing Stability – supports to people who are homeless or at risk of homelessness to find and maintain housing, meet basic needs and promote health and well-being.

Employment – supports to assist individuals to develop their job skills and to enhance their ability to find and maintain employment. Includes employment counseling, resume preparation assistance, interview training and other pre-job guidance services, skills upgrading, training and development programs, mentoring.

Financial Literacy & Asset Development Programs – supports to individuals to develop their knowledge and skills to manage their personal financial resources effectively and help them make more informed money management decisions that improve their financial outcomes and build their financial security. Including but not limited to, banking services information and support, financial assessment tools, financial management workshops, personal financial counseling, tax preparation assistance.

2 - Healthy People, Strong Communities

Neighborhood Development & Engagement – supports to strengthen communities and neighborhoods by engaging residents, community stakeholders, community organizations, funders, government and academic partners to: improve the quality of neighborhood life, and foster community cohesion; build and maintain an adequate network of neighborhood infrastructure, social services and community programs; engage in policy and research activities to understand and support communities and neighborhoods; and increase public awareness of the importance of strong neighborhoods for a strong and vibrant city.

Newcomer Settlement & Integration – supports to assist newcomers to settle and integrate by meeting immediate needs and providing longer term assistance and supports to help newcomer communities engage by building community capacity, leadership and voice. Services to meet immediate needs include, but are not limited to, settlement and orientation counseling, information and referral to services, translation and interpretation.

Community Mental Health – supports to promote mental health and well-being, increase public awareness, reduce stigma and provide community –based mental health programs, including preventive services, crisis support services, addiction services and self-help resources. Support for those living with chronic illnesses.

Seniors – supports to promote healthy & active living among seniors, independent living, either in their own homes or in supportive housing, and includes services such as adult day programs, congregate dining, seniors' centers, transportation to medical appointments, shopping, banking & other activities, and supports to caregivers.

Domestic Violence – supports to assist men, women & children who have experienced physical, sexual/emotional abuse in domestic relationships, including crisis intervention, emergency shelters, counseling & transitional services, parenting supports & legal support, as well as advocacy, preventative work and public education.

People with Disabilities – supports to help adults & children with physical or developmental disabilities to live independently & actively participate in their communities. Supports to assist family members & caregivers. Includes information support, educational events and other resources to help people with chronic illnesses to live well.

3 - All That Kids Can Be

Early years – supports to promote the healthy development of pre-school children (aged 0-6), including supporting their physical, mental, social & emotional growth, providing services and resources to their parents and caregivers, pre and postnatal care, parenting programs, parent-child resource centers, school readiness, home visiting.

Middle Years – supports to promote the healthy development of school-aged children (aged 7-11), including supporting their physical, mental, social, emotional and academic well-being, providing services and resources to their parents and caregivers.

Youth – support to promote the physical, mental, social, emotional and economic development and well-being of youth (aged 12-24), including services to support academic and educational achievement, leadership development, job training and supports, community development and civic engagement, settlement and integration, social and recreational participation, and violence and conflict prevention.



APPENDIX C
STEP 2 APPLICATION FORM

PROGRAM DETAILS

Please keep answers brief but descriptive (max. 300 words per question).

Are other organizations / groups in the community offering a similar program to yours?

If yes, please name the other organizations/groups and how your program differs.

Do you foresee any barriers or challenges and what is your strategy to overcome them?

(e.g. staff turnover, insufficient funding, administrative, deliverables, lack of financing, staffing, client outcomes, etc.)

List your deliverables for this program. (Include timelines, frequency, which communities.)

How do you measure your success (qualitative / quantitative)? Briefly explain your process.



BUDGET				
Complete the table below. Do NOT attach other documents.				
Annual total budget for your whole organization:			\$	
Program Revenue				
Item	Type (cash / in-kind)			Amount
Investment request from United Way of Northern BC				\$ A
Your organization's contribution to this program				\$ B
Additional Revenue Sources for this Program				
Please list your other sources of funding / contribution / volunteers and if they are confirmed.				
Source	Contact Name	Phone Number	Confirmed?	Amount
				\$ C
				\$ D
				\$ E
				\$ F
				\$ G
				\$ H
Total Revenue of Program (lines A-H)				\$
Program Expenditure				
Expense Item	Source for expenditure:			Total
	UWNBC (Provide a brief explanation)	Your Organization (cash / in-kind)	Additional Revenue (cash / in-kind)	
Salaries & Benefits				\$ I
Contract / Consulting Fees				\$ J
Honoraria				\$ K
Rent / Utilities / Phone				\$ L
Printing / Copying				\$ M
Others (please specify):				N
				O
				P
				Q
				R
				S
				T
Total Expenditures (lines I-T for each column)	\$	\$	\$	\$



DOCUMENTS

Please provide the following documentation with this Step 2 Application Form.

- Most recent Society Annual Report (Form 11). These are available online through the [BC Registries Online portal](#) if you do not have your most recent copy at hand.
- A complete list of your organization’s Board of Directors and their phone and email addresses.
- The Financial Statements you indicated in Section C of the Step 1 Application form.
- Appendix D – Impact & Reach from the Step 1 Application form.

AUTHORIZATION FOR APPLICATION

All signatures **MUST** be hand written.

	Executive Director / CEO	Board President / Chair
Print Name:		
Signature:		
Date:		



APPENDIX D
IMPACT & REACH

IMPACT

How many people will this program impact overall ?			
Please list the number of people impacted in the following demographics for this program:			
Children 0-6 years		Homeless	
Youth 7-18		Immigrants	
Families / Parents		Indigenous	
Seniors		Unemployed	

GEOGRAPHIC REACH

What is the geographic reach of the program you are requesting funding for? Indicate in the columns below which communities your program will impact & how many clients you intend to serve in each community during the next funding year.

Northwest		North Central		Northeast	
Haida Gwaii		Burns Lake		Chetwynd	
Hazelton		Fort St James		Dawson Creek	
Houston		Fraser Lake		Fort Nelson	
Kitimat		Hixon		Fort St John	
Masset		Mackenzie		Hudson's Hope	
Prince Rupert		McBride		Pouce Coupe	
Queen Charlotte City		Prince George		Taylor	
Smithers		Quesnel		Tumbler Ridge	
Stewart		Valemount			
Terrace		Vanderhoof			
Other Location(s) (please list):					

COLLABORATION

<p>Are there other organizations you will collaborate with for this program? If yes, please list who and for what. (e.g. Municipalities, local business, other not-for-profits for systems or volunteer support, etc.)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Does your program rely upon the engagement of external collaborators for its success? If "Yes", why?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No



APPENDIX E
BANKING INFORMATION

Please be prepared to provide the following information ASAP to avoid delays in receiving funds from UWNBC should your request for funding be approved.

BANKING DETAILS

Attach a void cheque or account print out from your bank if the below details have changed, or if you have not previously received funding from UWNBC.

Bank	
Account Number	

LEGAL SIGNING OFFICERS

How many signatures are required to bind the applying organization into a legal agreement?

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Who are your signatories?

Title / Position	Full Name	Signature