

Eligibility for Grants

- The Women's Initiative (WI) at Middlesex United Way offers grants for eligible programs that support our focus areas. Your program should fit one or more of the following priorities to be considered for funding:
 - Childhood Development** - parents and children have the resources they need for children's healthy development;
 - Empowering Women** - women have the resources and support they need to make healthy life choices, and
 - Financial Stability** - women of all ages have the education and resources to be independent and self-sufficient.
- The WI supports programs that serve women and children within Middlesex United Way's current service area which consists of the 15 towns of Middlesex County:

Chester	Durham	Haddam	Old Saybrook
Clinton	East Haddam	Killingworth	Portland
Cromwell	East Hampton	Middlefield	Westbrook
Deep River	Essex	Middletown	

- Applying organizations must have IRS tax exempt status. In some cases, you may request that another organization serve as a fiduciary for your program. If this is the case, please indicate as such on the application and provide a letter from the fiduciary confirming this arrangement at the time you submit your request.

Grant Size and Frequency

The WI Leadership Council will review applications on a quarterly basis throughout the year. An organization may apply for funding for a repeat program, however, only on an annual basis and only if it meets the criteria listed in the *Reporting Results* section of these guidelines. The Council may award grants up to \$1000 at their meetings but if a grant request exceeds \$1000, that request will be presented and seek approval from the Middlesex United Way Board of Directors during their next regularly scheduled meeting. Based on the strength of proposal and available funds, the Council may award less than what is requested.

Application Checklist

To avoid a delay in considering your request, please be sure to read the application thoroughly, answer all questions in full and include the requested documentation noted at the top of the application form. Grants will be presented at WI monthly meetings on a quarterly basis: January, April, July and October. Requests must be received a minimum of two months prior to presentation at a monthly meeting.

Your application and supporting documents should be sent to:

Middlesex United Way Women's Initiative
100 Riverview Center, Suite 230
Middletown, CT 06457

If you have questions please contact Tracy Raicik at United Way, (860) 346-8695 or tracy.raicik@middlesexunitedway.org

Reporting Results

We ask that all funded agencies report back with results regarding the funded program. A *Contribution Progress Report Form* will be mailed to you along with your award letter. An electronic version is also available on the WI webpage <http://www.middlesexunitedway.org/content/wi> Please fill this out and return within six (6) months of receiving your grant. Failure to follow-up will result in disqualification of future funding.

Middlesex United Way Women's Initiative
Fund Request Application

Along with this 3-part form, please remember to enclose the following on separate attachments:

- A copy of your IRS tax exempt letter OR a letter from a fiduciary, and
- A budget associated with your program detailing how the funds will be used.

PART I: AGENCY/ORGANIZATION INFORMATION

Legal Name of Agency/Organization: _____

If applicable, name of organization that will serve as fiduciary: _____

Mailing Address: _____

Street Address (if different from mailing address): _____

Name/Title of Executive Officer: _____

Phone: _____ Email: _____

Name/Title of Contact Person (for this application): _____

Phone: _____ Email: _____

Briefly state the agency's/organization's mission: _____

PART II: PROGRAM/PROJECT INFORMATION

Name of program/project for which funding is requested: _____

State the needs or issues (aligned with one or more of the Women's Initiatives' focus areas) to be addressed with this project/program: _____

Describe the project/program goals and objectives, including impact/measurable outcomes on the organization and service recipients: _____

Describe the project/program activities and time line, including how this grant award will be used: _____

Have you solicited and/or obtained additional funding from another source? If so, what amount? _____

Describe the marketing and public relations plan you will use to publicize the grant award: _____

Program Participant Demographic Data

- Town(s) Served: _____
- Number of People Served _____
- Age Group Served: _____
- Gender of People Served: _____
- Race/Ethnicity of People Served: _____

Amount of Request: \$ _____
(Please be sure to include an associated budget for program.)

PART III: ADDITIONAL INFORMATION

How did you hear about us? _____

Check here to receive year-round information about the Middlesex United Way Women's Initiative's activities and funding opportunities.

Check here if you would like the opportunity to speak at a Middlesex United Way Women's Initiative event about your agency's goals and mission.

Program Director Signature _____ **Date** _____

This section for use by Women's Initiative only:

Date Request Received:

Action on funding request: Approved / Disapproved

If approved, amount of approval: \$

Date Contribution Progress Report Sent:

Date Approved:

Date Received: