



*Wayne County Division  
United Way Fund Distribution Committee  
PO Box 328  
Waymart, PA 18472*

Summer 2008

Memo To: Wayne County 501 (C) 3 Health & Welfare organizations  
From: Kelley Lalley, Chairperson  
Wayne County Division-United Way Fund Distribution Committee  
Subject: Grant Opportunity

This is the third year of a United Way grant making process in Wayne County. During the 2007 United Way Campaign a number of individuals and companies made contributions in or for services in Wayne County. As a result, a committee comprised primarily of Wayne County representatives will again conduct a grant making process. As with all endeavors there are a number of conditions and guidelines that have to be met or followed. This memo will provide information so that you can decide if your organization might be eligible for consideration and how it can go about completing an application. Grants requests between \$500 and \$5,000 will be considered.

In addition to being a nonprofit 501 (C) 3 health or human service organization, the applicant organization must provide an in person direct service in Wayne County. Funding may be requested for existing programs, new programs or initiatives, program expansion and capital items. Supplies that are an integral part of a service delivery will be considered.

Twenty copies of Part I of the application, one copy of Part II, and one copy of your most recent annual financial report should be mailed or delivered to

Wayne County Chamber of Commerce  
32 Commercial Street  
Honesdale, PA 18431

(Please note that an internally prepared annual financial report including income sources and amounts, expenses by line item and reserve amounts and purposes is acceptable if an audit or review is not performed by an independent accountant).

If an application did not accompany this memo you may obtain one by calling the United Way at 343-1267. Please note: the total number of pages for Part I including the budget should not exceed 5 pages.

The deadline for submitting an application is September 8, 2008. If you have any questions please contact Peg Kopko or Tom Coleman at the United Way, 343-1267. Generally, policies and procedures are governed by the United Way's Board of Directors