

# Wayne County Division – United Way Funds Distribution Committee

## United Way Grant Application

### Questions/Information for Part I

1. What is the mission of your organization? Please give a brief (500 words or less) overall description of your agency.
2. Please provide a brief description of your various programs and significant initiatives along with numbers served and catchment areas.
3. Please provide a description of how the requested funds will be used and if applicable how this will tie back to any of your existing programs or initiatives.
4. Please describe how utilization of these funds will benefit the agency, the community and the residents of Wayne County. Please include goals, objectives, outputs and measurable outcomes. If appropriate please include any documentation regarding the prevalence and priority of the need you are attempting to address.
5. What other programs in the community are closest in similarity to what you are proposing? How are they similar? How are they different?
6. Which other entities have you collaborated/cooperated with in either identifying the need or planning this course of action or both? Please describe the associated activities.
7. Which other entities will you be working with in accomplishing the goals and objectives of the program?
8. Have any other entities committed funding? Who are they and how much has been committed? Are you pursuing or planning to pursue funding from other entities?
9. Is this to be an ongoing effort? If so, what are the plans for securing ongoing funding?
10. How will you promote any funding to the public? Are you willing to participate in all reasonable promotional activities as set up by the United Way?
11. Please give a brief description of the staffing pattern for the organization and for the program/project under consideration.

12. Please provide a line item budget for the program/project under consideration.  
An accompanying short narrative for each line item should be included.

If you have any questions please feel free to call the United Way at tel. 343-1267 and ask for either Tom Coleman (ext. 223), Peg Kopko (ext. 225).

**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 by September 8, 2008 to:**

**Wayne County Chamber of Commerce  
32 Commercial St.  
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.)**