

Community Needs Grant

INSTRUCTION & APPLICATION

United Way of Paducah and McCracken County focus areas – *education and care of children, strengthening families, emergency assistance and crisis prevention.*

The Community Needs Grant is a competitive funding opportunity for any non-profit in our community that meets our funding criteria. All applications must fall within one of our focus areas to be considered for funding.

Deadlines- May 31st, August 31st, and November 30th. All applications must be received by 5pm. We will make every effort to inform all applicants of decisions within two weeks of the deadline.

The Community Needs Grant funds programs in our community who are seeking to do one of the following:

1. **Develop a new program to meet an emerging need or a new need in our community.** These funds will not be given to agencies that already have a program up and running, and are looking for funds to sustain the already existing program. Programs that do receive funding for a new program may request funding up to three times for the same program, but funding is not guaranteed. The agency will have to show that they meet their goals each time they ask for additional funding. It is our hope and expectation that the Community Needs Grant will be used as seed money for the program and will allow the program to seek out alternative forms of support.
2. **Expand an already existing program.** This is a onetime grant opportunity to help a program expand their already successful program.

A few things to remember:

1. **The Community Needs Committee has a limited amount of funds that they can allocate to our community.** Even if your application meets all the criteria, the committee may not have the funding to meet all requests. This does not mean the request was not worthwhile and we encourage you to reapply.
2. **The committee has to make the best decision they can with what information you give to them.** Remember that if the committee has to decide between two applications: one that gives plenty of detail on how all the money requested will be used and leaves no question as to how a program will be implemented and another application that gives limited information, the committee is going to go with the clear and detailed application.
3. **The committee is looking for ways that your request will ultimately have an impact on the people you serve and our community.** Please make sure that whether it is a new program or an expansion you clearly explain how these funds will have an impact on the people you serve.
4. **Please supply a detailed budget.** If you are requesting money for a program. We must see a detailed breakdown of how the funds will be used. The more budget detail the better. If the committee has to guess on how you are going to spend the money, it is not going to be funded.

Please complete this form and follow application instructions:

- Copy of your 501c3 letter;
- Your agency's budget (*include in-kind information if available*);
- Current roster of your Board of Directors;
- Proposed project/program budget (*showing use for amount requested*);
- Seven (7) copies delivered or mailed to United Way office by deadline;
- **PLEASE DO NOT USE plastic covers or any additional information not requested;**
- If awarded grant funding, you will have **SIX MONTHS** from the date you receive your award letter to use the funds.
- One additional page is allowed for information about your organization – *history, Mission and other programs.*

United Way of Paducah and McCracken County
333 Broadway, Suite 502 Paducah, KY 42001
270.442.1691 Phone 270.442.0347 Fax

www.unitedwaypaducah.org

Please check one: **Emerging Need Application** _____ or **Expanding Application** _____

Name of Organization(s)

Employer Identification Number

Contact Name

Complete Mailing Address

Telephone

Email Address

Program Title

Amount requesting

Description of :

*(1) the community need
(2) the population served
(3) the program that funding is being requested for.*

If you are seeking funds for an **emerging need**, how did your agency determine that this was a new/emerging need in our community?

If you are seeking funding to **expand an established program**, please explain why an expansion is necessary?

Describe how the program (new or expanded) will be implemented?

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What impact will this new or expanded program have on our community?

Please list the results to be accomplished through your program.

Other funding sources (and amounts) committed and/or requested for this program.

Sustainability plan of this project - if ongoing

**SIGNATURE OF OFFICER/
DATE**

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