

## **UNITED WAY OF MCMINN & MEIGS COUNTIES**

### **Grant Request Criteria**

**Purpose:** This fund has been established for the special needs requests that can be made by both United Way and non-United Way agencies. This fund is not to be used to make current year allocations that have already been budgeted. The United Way intends to use these monies for one-time-only allocations to fund new and innovative programs that seek to meet high priority needs of the community. In addition, the Board with a majority vote at a regular or called meeting, may direct money be given towards key one-time community projects that are consistent with the goals and mission of the United Way.

**Funding Level:** The level of funding available for grants shall be determined annually by the Board of Directors of the United Way of McMinn & Meigs Counties.

**Eligibility Requirements - All organizations applying for a grant must meet the following minimum requirements:**

- Must operate or provide service within McMinn or Meigs Counties as a non-profit organization.
- Operate under written Articles of Incorporation and By-laws or other written documents that define the applicant's purposes, membership, management and operation.
- Operate on a non-discriminatory basis in employment, recruitment of volunteers and delivery of services.
- Funding for daily operational expenses will not be considered.
- Grants must provide funding for services or activities that align with the United Way of McMinn & Meigs priority issues.

**Operating Guidelines: The following operating guidelines shall apply:**

- Funds shall be used solely for the granted purpose.
- Funded activities shall commence in a timely manner, and expenditures shall cease within one year after receipt of the grant unless an extension is granted by the Board of Directors of the United Way of McMinn and Meigs Counties. Grant funds not expended shall be returned to United Way.
- All grant requests shall be approved by the Board of Directors. The amount of any grant will depend upon individual program requests and the need as determined by the Board of Directors.
- No grant will be given for any purpose that would jeopardize the tax-exempt status of the United Way of McMinn & Meigs Counties or the applicant organization.
- Grant recipients shall acknowledge the United Way of McMinn & Meigs Counties in all promotional materials, activities, and programs funded with United Way monies.
- Grant recipients shall submit a project performance report and financial statement indicating actual use and the results of grant funds. If a grant is used for a program, quarterly reports are required. If the grant is used for a project, report and financial statement must be submitted within 30 days of completion.

**Application and Funding Procedure: The following general procedure shall apply.**

- Organizations must submit applications for funding to the United Way office. Grants are usually considered on a quarterly basis.
- The Executive Committee will make a preliminary review of each request and determine if a formal presentation and/or onsite visit with the applicant organization is needed. Funding requests may be denied without a presentation or onsite visit.
- The Executive Committee will submit a recommendation for funding recipients and amounts to the Board of Directors at the next regular meeting. Organizations will receive written notification of the Board's decision immediately following this meeting.

**United Way of McMinn & Meigs Counties  
Grant Request Application**

Amount Requested from United Way of McMinn & Meigs Counties \_\_\_\_\_

**General Information:**

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Proposal:**

**On a maximum of two additional pages, describe the proposed project using the following format. Please number each section.**

1. Describe the proposal and how it meets the purpose of the Grant Policy.
2. Expected results of the project.
3. What is the need for the project?
4. Specific objectives timetable and details.
5. Specifically, how will the United Way of McMinn & Meigs funds be used?
6. If the project is to continue after the grant period, how will it be funded?
7. Budget and other sources of funding for the project.
8. List of Officers and Board of Directors

**UNITED WAY'S MISSION:** To unite our community's resources to give everyone the opportunity for a good quality of life, through EDUCATION, STABILITY IN THE HOME & GOOD HEALTH.

**United Way's Statement of Basic Beliefs, Values & Direction:**

- All actions of the organization must be without bias.
- Provide funds to agencies that provide health and human service programs in McMinn & Meigs Counties.
- To be proactive in addressing human service needs not currently being met, and addressing ways of preventing social problems.

**UNITED WAY OF MCMINN & MEIGS COUNTIES**

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Athens, TN 37371

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423-745-9606

**United Way of McMinn & Meigs Counties  
Grant Request Criteria  
Budget Form**

**Revenue:**

**Source:**

**Amount:**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

Total Income

\_\_\_\_\_

**Expenses:**

1. Personnel

\_\_\_\_\_

2. Administrative

\_\_\_\_\_

3. Office Supplies

\_\_\_\_\_

4. Advertising and Printing

\_\_\_\_\_

5. Travel

\_\_\_\_\_

6. Dues and Subscriptions

\_\_\_\_\_

7. Occupancy/utilities

\_\_\_\_\_

8. Professional Fees

\_\_\_\_\_

9. Equipment, etc.

\_\_\_\_\_

10. Other

\_\_\_\_\_

Total Expense

\_\_\_\_\_

Prepared By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_