

**United
Way**



United Way of Freeborn County

Funding January through December 2018

Basic Needs Mini-Grant Request

United Way of Freeborn County
314 S. Broadway Ave.
Albert Lea, MN 56007

Basic Needs Mini-Grant Request 2018

United Way of Freeborn County realizes that to achieve the goals of United Way in the areas of Education, Income and Health, individuals need to have their basic needs met. In an effort to achieve this, the United Way of Freeborn County will award mini-grants to programs that can address areas of clothing, food, personal needs items and utilities.

The intent of the mini-grant is to provide direct and immediate assistance to individuals, while allowing reasonable expenses to administer the program. To ensure these funds are reaching those in need as quickly as possible, we are requiring these funds be spent within 90 days of receipt of the grant. Minimal reporting will be required 30 days after the completion of the mini-grant.

Basic Needs Mini-Grant Requests will be accepted throughout the year. When grant requests are received they will be reviewed by the Basic Needs Committee with recommendations made to the United Way executive committee and Board of Directors at their next scheduled meeting. Announcement of the funding decisions will be made within a few days of the meeting with funding available immediately thereafter.

Grants are available for both Basic Needs: Including shelter, transportation, childcare, access to food, etc. and Disaster Response: The term *disaster* has been applied in U.S. law in a broad sense to mean both human-made and natural catastrophes. Natural disasters may be divided into three categories: meteorological disasters, hailstorms, tornadoes, snowstorms, droughts, cold spells, and heat waves. Human-made disasters include house fires and explosions, chemical spills, vandalism, etc. ...

Basic Needs Mini-Grants are open to the United Way of Freeborn County's currently funded partners and to other agencies in the community who can demonstrate the following annually:

- Documentation that agency is incorporated as a non-profit, tax exempt organization under IRS Code 501c3, or qualified to receive tax deductible charitable contributions according to IRS regulations.
- Elected volunteer board roster and member terms of service.
- License to solicit – or exemption letter.
- US Patriot Act Anti-Terrorism Compliance and Non-discrimination policy (see attached.)
- Operate on a non-discriminatory basis in employment, recruitment of volunteers and delivery of service.
- Provide services within Freeborn County.

Basic needs Mini-Grant Guidelines:

- Funds shall be used solely for the granted purpose.
- Grantees are strongly urged to collaborate with other agencies and/or programs
- Funded activities shall commence in a timely manner and expenditures shall be made within 90 days of receipt of the grant. Grant funds not expended shall be returned to United Way.
- No grant will be given for any purpose that would jeopardize the tax-exempt status of United Way or the applicant organization.
- Grant recipients shall acknowledge United Way of Freeborn County in all promotional materials.
- Grant recipients shall submit a performance report indicating actual use and the results of Basic Needs Mini-Grant funding within 30 days of grant completion. Grantees that do not report during that time period will not be eligible for funding for the rest of the fiscal year.
- Suggested grant request range of \$500 to \$3,000.
- No more than 10% of the Mini-Grant can be used for administrative purpose.

Basic Needs Mini-Grant Request 2018

Basic Needs Disaster Response

Amount Requested:

Agency Name:

Current UW partner? Yes/No (circle one)

Primary Address:

City:

State:

Zip:

Phone:

Executive Director:

Signature: _____

E-Mail Address:

Web Site:

Who should be notified about grant decisions? Name & Title:

Phone:

Brief mini-grant description:

What is the documented need for this proposal?

Will you work with other community agencies/programs to address this need?

Specifically, how will United Way funds be used?

If the project is to continue after the grant period, how will it be funded?

How can United Way of Freeborn County better partner to address the need?

- Coordination of volunteers**
- Coordination of services with other organizations/support collaboration**
- Other** _____

Basic Needs Mini-Grant Request 2018

Budget Form

Describe the budget for the proposed program only, not for the sponsoring agency.

Revenue:

United Way Funding	\$
Agency Funding	\$
Other funding:	
Total Revenue	

Expenses:

Personnel	\$
Program overhead	\$
Other:	\$
Total Expenses	

Budget Narrative (as needed):

Anti-Terrorism Compliance Measures

In compliance with the USA Patriot Act and other counterterrorism laws, the United Way of Freeborn County requires that each agency certify the following:

“I hereby certify on behalf of (agency name)
that all United Way of Freeborn County funds and donations will be used in
compliance with all applicable anti-terrorist financing and asset control laws,
statutes and executive orders.”

I certify on behalf of the Organization listed above that the foregoing is true.

Name (print):

Title:

Signature: _____

Date:

