



**United Way Alberta Northwest  
Special Project Grant Application**

Name of Organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

Mailing Address:

\_\_\_\_\_

Telephone:

(\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

Email Address:

\_\_\_\_\_

Canada Customs and Revenue Agency

Registered Charitable Number: \_\_\_\_\_ RR \_\_\_\_\_

*(Applicants MUST provide confirmation of current charity status - visit [www.ccr.gc.ca](http://www.ccr.gc.ca) to retrieve a copy of your organization's detail page)*

Project Title:

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Date project approved at your board level: \_\_\_\_\_

Has your organization received funding from the United Way in the past? \_\_\_\_\_ Year(s)

I hereby confirm that the information contained herein is true and complete to the best of my knowledge:

\_\_\_\_\_  
Signature of Applicant (Authorized Representative)

\_\_\_\_\_  
Signature of Board Chair

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Please Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

Please include the following information with your application in typed proposal format.

## **PROJECT SNAPSHOT**

Briefly describe what your agency does, what your mission is and how this project address needs in the community. Show support from the community and ways that you are able to collaborate with others. How do you use volunteers, are you able to track inputs and outputs, and why are you, or this project, unique? Please identify your funding sources.

## **YOUR PROJECT**

**Project Description:** Briefly identify the issues, emerging need or specific problem being addressed; describe your idea, indicating what impact it will have, how you will accomplish it, and how it is new or different from existing programs or services.

1. *General Objectives: Describe the outcome you are expecting. (How will success in the project make things better? How will our community benefit? What need is being filled?)*
2. *Please provide itemized projected budget including Gifts In Kind and cost recovery plans, if any.*
3. *What is the source of the remaining funds required (not requested)? Are these confirmed? Are funds required in the future to ensure success? If so, where will they come from.*
4. *Who in your organization has responsibility for the success of this project? What are their qualifications that ensure success?*
5. *Are there other organizations addressing the issue this project addresses? (Please name them) If so, are you working with them? (Please explain how)*
6. *How will you monitor the success of your project and determine the impact it had? (Project evaluation)*
7. *Why do you think the United Way Alberta Northwest should support this project?*
8. *How will you publicly recognize any financial support provided by the United Way Alberta Northwest?*

**OTHER INFORMATION** – Please provide the following with your application:

- Complete list of Board of Directors including their affiliation outside your organization
- Organizational chart of your agency, outlining structure of all staff, volunteers and board members (as well as any affiliates, if applicable)
- Most recent financial statement (Audited or Reviewed by CA)
- Current annual projected budget for your organization (income and expenditures)
- Any designated contingency funding
- Canada Customs and Revenue Agency confirmation of charity status

For additional information on how to apply for a grant contact

**United Way Alberta Northwest**  
#213, Centre 2000, 11330 – 106 Street  
Grande Prairie, AB T8V 7X9  
Phone: (780) 532-1105  
EMAIL: [director@unitedwayabnw.org](mailto:director@unitedwayabnw.org)  
[www.unitedwayabnw.org](http://www.unitedwayabnw.org)