



Grant Application Form

Introduction & Requirements

Part A: General Organizational Information

Part B: Financial Information

Part C: Project Proposal

Part D: Implementation, Monitoring and Evaluation Process

Part E: Volunteer's engagement

Part F: Attachments

Part G: Certification

Annexure :Budget

Introduction and Requirements

What is United Way of Chennai

United Way of Chennai (UWC), a registered society under the Societies Registration Act of Tamil Nadu 1975, in Chennai, is a secular, non-partisan, non-political, non-profit, non-government, organization dedicated to improving lives in Tamil Nadu by identifying and addressing the long term needs of communities by promoting and encouraging voluntary charitable service and volunteerism. UWC aims to help develop, support and strengthen community service projects and improve lives by acting as an intermediary between the corporate and the development sector, promoting corporate social responsibility and working as a catalyst to increase the flow of resources from all parts of society for community and social development projects.

We maintain global standards defined by United Way worldwide in selecting and partnering with organizations to ensure ethical behavior, accountability, transparency, efficiency and effectiveness. United Way of Chennai is served by an active Board that consists of corporate representatives, eminent personalities, and executives from well known charitable organizations. We support initiatives under four verticals – Education, Health, Livelihood and Environment. We are committed to ensure that the resources deployed are utilized in the most efficient way to create maximum impact.

Grant Application Requirements

Mentioned below is explanation of each part (A, B, C, D, E, F and G) of the UWCs Grant Application.

Part A: General Organizational Information

In Part A, you provide us general information of your organization, its history, leadership, mission and contact information (i.e. contact names, phone number, fax number, e-mail address and street address).

Part B: Financial Information

Here the financial information of the organization is provided in order to give us a clear picture of your organization's incomes, expenses, and overall financial state of affairs.

Part C: Project Proposal and Budget

Under this section the organization provides detailed information on proposed project/program including purpose, objectives, time frame, expected outcomes, cost, and expenses. This description provides us an understanding of how your organization plans to use the grant funds and how this project/program fits in with the larger mission of your organization.

Part D – Implementation, Monitoring and Evaluation

In Part D ways and means by which the project will be implemented, monitored and evaluated is required to be submitted.

Part E: Volunteer's engagement

Here volunteering opportunities for the donors and well-wishers of UWBe with clear objective and goals is provided.

Part F: Attachments

In Part F, attachments including a photocopy of the official government registration document, a photocopy of your organization's basic governing documents (bylaws, constitution, articles of incorporation, etc.), and a copy your organization's most recent annual report and/or another published description of the organization's activities is required.

Part G: Certification

A signed copy of Part G, the Certification, with your application materials is mandatory to submit. The document requires two signatures: those of both the executive director of the organization as well as the chair of the governing board. If, within the organization, the executive director and the chair of the governing board are the same person, please provide the signature of the executive director along with another position-holding member of the board. **The certification must always have two signatures and include dates.**

Annexure: Budget

Please attach the detailed budget of the program proposed.

UWC cannot process incomplete Grant Applications. All documents, A-G and Annexure, are requirements and help UWBe to learn more about your organization and to gain a clear understanding of your organization. Applicants must submit information by e-mail unless they do not have email access.

**United Way of Chennai
Grant Application Form**

Date of submission <i>(to be filled by the applicant)</i>	
Date of receipt <i>(to be filled by UWC staff)</i>	

Part A: Basic Information and Organization Description

A. i. Name of the organization	
A ii. Mailing Address	
A iii. Landline and Fax Numbers	
A iv. Name, address, mobile number and email of Executive Director	
A v. Describe your organization's mission statement and goals <i>(2000 characters)</i> :	
A vi. A brief history of the organization and its accomplishments <i>(2000 characters)</i> including the number of individuals served per year by the organization <i>(2000 characters)</i> .	
A vii. A brief on grants received from other organizations including the programs for which the grants were received and size of the grants.	
A viii. Profile of the trustees, their contact information including business affiliations:	
A ix. Brief profile of the 5 senior most full-time paid employees at your organization :	
A x. Operating Expenses and Year: <i>(The operating expenses for your organization and the year for which this number is reported)</i>	

Part D – Implementation, Monitoring and Evaluation

D i. Is this a Pilot Program, if yes please share the study done on basis of which this program is developed.

D ii. Is this a pilot replication

D iii. Explain the assessment strategies that will be used to define and measure the program's success including indicators of change you will track and how often. Include a description of how you will track and how often. Include a description of how you will collect and report data (2000 characters)

D iv. What visibility will UWBe receive for this grant?

D v. Please provide us with any additional information that you deem vital to our review of your application (i.e. cover letter, additional program information, sponsorship benefits, etc.)

Part E: Volunteer's engagement

E i. Enlist volunteering opportunities for UWBe volunteers in the program, please mention tentatively the stages where volunteers will be required:

- a. How many will participate,
- b. Their roles as volunteers and,
- c. The expected impact of their work.

Part F: Attachments

Please attach the following documents to your organization's application:

1. All potential grantees must provide a copy of their official government registration document of the organization.
2. List all members of the governing board (e.g. board of directors) including the name, address, telephone number and/or email address and professional role/affiliation for every current board member along with each person's position on the board.
3. Copy of the organization's basic governing document (bylaws, constitution, articles of incorporation, etc.)
4. Organization's main purpose (as it is stated in the Bylaws)?
5. What are the various governing bodies of your organization and describe their roles?
6. What is the role of the Board of Directors?
7. How is the Board of Directors elected?
8. What is the Board composition (how many members; committees; terms of office)
9. How often does the Board of Directors meet?
10. Do the Board members receive a monetary compensation for their work as Board members?
11. In case the organization is dissolved, how would the organization's assets be distributed; who would be the recipients; and who is making this decision?

Note: In the case that your organization is dissolved, according to the UWBe grant agreement, the organization must return the grant funds to UWBe.

12. Copy of most recent annual report and/or other published description of the organization's activities.
13. Copy of your organization's most recent externally or internally audited financial statements.

Part G: Certification

Certification

UWC's role as a responsible grant maker includes meeting certain ethical and accountability standards, as demonstrated in this certification. Please have **both** the organization's chief staff officer and board chair sign below. This signed certification should be sent to UWC by fax or post.

Organization keeps record of the following and will make available to UWBe for review on request:

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All available donor and vendor information, including names and amounts, for all receipts and expenditures. |
| <input type="checkbox"/> | <input type="checkbox"/> | Names, addresses and background information of any subcontracting organizations. |
| <input type="checkbox"/> | <input type="checkbox"/> | Names, addresses and background information of all organizations from which the organization receives funds, services or material support. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copies of any public filing or release made, including most recent official registry documents, annual reports and annual filing with pertinent government body, if applicable.
If you answered "no" to any of the above questions, provide an explanation here: |

Financial Practices: If your organization does **not** engage in the financial practices listed below, attach a written explanation of how you protect your charitable assets from fraud and diversion to non-charitable or violent purposes.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The organization retains an independent professional accountant, selected or approved by its governing body, to audit its finances annually and makes that audited financial statement available for public inspection. |
| <input type="checkbox"/> | <input type="checkbox"/> | Funds received are promptly deposited into its bank account. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grants are disbursed by check or bank wire transfer and <u>not</u> in cash.

If you answered "no" to any of the above questions, provide an explanation here: |

I/We certify that the organization complies with the laws of the country or countries in which it is registered and/or operates; that all information and documentation provided for this grant application is complete and accurate to the best of my knowledge; that the organization takes reasonable steps to ensure that grant funds are not ultimately distributed to terrorist and political organizations or for violent purposes; and that the organization takes reasonable steps to ensure that staff, board, and other volunteers have no dealings whatsoever with known political, terrorists or terrorist organizations.

Signature:

Printed Name:

Signature and Printed Name of the Executive Director (*Required for all Grants*)

Date:

Place:

Signature:

Printed Name:

Signature and Printed Name of the Chair of the Governing Board (*Required for all Grants*)

Date:

Place:

If Executive Director and Chair of Governing Board is the same person, please provide signature of another position-holding member of the Board. NOTE: The Certification MUST include two different signatures and must include printed names.

Annexure: Budget

Provide a detailed Budget in the table below:

Revenue Source	Year 1	Year 2 (if applicable)	Year 3 (if applicable)	Total
Expenses				
Salaries/Benefits/Stipends				
Supplies				
Rent/Utilities				
Postage/Delivery				
Professional Fees				
Marketing				
Equipment				
Telecommunications				
Travel/Transportation				
Subgrants				
Other Project Expenses				
(Please provide line items for expenditures that qualify as "other expenses.")				
Total Cost:				