

United Way of the Eastern Upper Peninsula's mission is to advance the common good by mobilizing the caring power of communities. UWEUP serves as the catalyst to mobilize people and share resources that strengthen the diversity and improve the quality of life in our communities.



United Way of the
Eastern Upper Peninsula

Community Engagement Committee Mini Grant Guidelines

The United Way of the EUP's Community Engagement Committee is excited to offer a new mini grant program in the Eastern Upper Peninsula. We're committed to helping our EUP students succeed in school. These creative projects can come from Chippewa, Luce or Mackinac counties and will support students Preschool through College. We are seeking passionate projects that will help support our children as they navigate their futures. The level of funding available from the mini grant program shall be determined by the Community Engagement Committee of the United Way of the Eastern Upper Peninsula with approval from the UWEUP Board. Typical funding will be between \$250 and \$500. Applications will be accepted September 11, 2017 through end of business October 13, 2017.

The eligibility requirements for any organizations applying must meet the following minimum requirements:

- Requests can be made by any human care organization, student, and youth or community volunteer groups.
- United Way supported agencies cannot receive funding for a program(s) that is currently being funded by the United Way.
- Operate as a 501(c)3 non-profit charitable human service or health organization; governmental entity or education institution, or other tax-deductible organization.
- Operate under written Articles of Incorporations and By-laws or other written documents or statutes 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.
- Demonstrate effective program performance and financial responsibility and accountability.
- Operate or provide service within Chippewa, Luce and Mackinac Counties.
- Provide services that align with United Way of the Eastern Upper Peninsula's currently identified mission.

Operating Guidelines: The following basic operating guidelines shall apply:

- Funds shall be used solely for the granted purpose.
- Funded activities shall commence in a timely manner and expenditures shall be made within the period agreed upon by the agency and United Way.
- 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's organization.
- Grant recipients shall acknowledge United Way of the Eastern Upper Peninsula in all promotional materials, activities and programs funded with United Way monies.

- Grant recipients shall submit a performance report and financial statement indicating actual use and the results of mini grant within 30 days of project completion, unless otherwise instructed due to the timeline and purpose of the grant. **Performance report** will be sent with award letters. If the performance report is not completed and submitted to the United Way, further funding can/will be jeopardized.
- Funds will not cover the cost of computer equipment, printers, scanners, software, etc. (These items may be covered under certain circumstances. which would be determined by the CEC, and possibly, United Way Board of Directors.)
- Grant does not cover wages, salaries or stipends.
- Funding is for one (1) year. (if you apply in July, you cannot apply in January for the same program/service. if you apply in January, you cannot apply in July for the same program/service)
- Funding is provided for specific program materials/products, not overall operations.
- Seeking funding for the same program/service every year is discouraged.

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

- United Way will publicize the opportunity to apply for funds and/or invite specific agencies to apply, as long as funds remain available.
- Organizations must submit applications for funding to the United Way Community Engagement office by the stated deadline.
- Applications must be accompanied by up to 30 to 60 seconds of cell phone video footage explaining the project and who it will benefit. Video footage must be emailed to volunteer@unitedwayeup.org prior to the application deadline and within 24 hours of application submission.
- The United Way Community Engagement Committee will review each request and determine if a formal hearing and/or onsite visit is needed. Funding requests may be accepted or denied without a hearing or onsite visit.
- The United Way Community Engagement Committee will make a funding determination and amount at the first regular CEC meeting following the deadline date. Awardees will receive written notification of the Committee's decision in November 2017.