Community Response Grant Application: Instructions and Guidelines

United Way of Central Maryland
• Anne Arundel County
• Baltimore City
• Baltimore County
• Carroll County
• Harford County
• Howard County
The United Way of Central Maryland (UWCM) Community Response Grant is a quarterly opportunity for non-profit health and human service organizations to request UWCM support for urgent, unplanned or unexpected organizational needs.

**Grant Process**

1. Organizations can submit one application per quarter, per jurisdiction (Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard Counties) requesting up to $7,500 in support.
2. Quarterly awards are determined by the UWCM Community Partnership Board for that corresponding jurisdiction.
3. Applications and supporting documents must be submitted electronically to uwcmgrants@uwcm.org by the following deadlines for consideration:
   - Thursday, January 16, 2014, 4 p.m.
   - Thursday, April 17, 2014, 4 p.m.
   - Thursday, July 17, 2014, 4 p.m.
   - Thursday, October 16, 2014, 4 p.m.
4. A complete application consists of three required documents:
   1) Completed UWCM Community Response Grant Application Form
   2) Digital copy of 501(c)(3) IRS Determination Letter
   3) Digital copy of organizational financial document, providing one of the following:
      (a) digital copy of Organizational Independent Audit,
      (b) digital copy of organizational financial statements that are compiled or reviewed by an independent accountant, or
      (c) digital copy of organization’s most recent IRS Form 990. If your organization’s most recent IRS Form 990 is a Form 990-N e-Postcard, additional documents may be requested.
5. An application requesting a capital expense (such as equipment, repairs costs, etc.) also requires digital documentation reflecting cost of purchase (such as bid, estimate, or invoice- if the purchases/repairs have been completed). Requests will not be considered without this documentation.
6. Organizations will be notified by email regarding the final status of the application.
7. Grant awards will be made to organizations in one lump sum payment.
8. A final report is required at the end of the following quarter or at the completion of the project/purchase.
9. Eligible activities include, but are not limited to:
   - Income supports (rent, utility, prescription, transportation, child care, etc.)
   - Increased need for program supplies
   - Food security related expenses
   - Unexpected equipment replacement/repair costs
   - Time-specific/time-limited/special initiatives
   - Training/staff development opportunities
   - Increased client transportation costs
   - Organizational needs that are outside of the normal budget planning process
Application General Instructions

**Jurisdiction:** Select only one jurisdiction for each application. The application will be reviewed by the UWCM Community Partnership Board for the corresponding jurisdiction.

**Amount of Request:** Organizations can request up to $7,500 per application.

**Purpose of Request:** Provide a concise description of how the funds will be used—750 character count limitation. This count includes spaces.

**Number to be Served:** Indicate the number of individuals/families to be served or impacted by this funding.

**Primary Focus of Program Activities supported by this funding:** Indicate the area of program activities that best fits your program. If this request is for equipment replacement/repair costs, indicate “Capital Expense.” If “Other” is selected, please specify the type of program activities provided by your organization.

**Type of Funding Request:** Indicate if this is an urgent organizational need or an unanticipated organizational need.

Provide a concise description of the organization and details on the program or service for which funding is requested:

Application narrative should include:

- A very brief, concise description of your program
- Why the funds are needed with an explanation of why it is an urgent or unanticipated need for your organization.
- Provide the cost for each requested program supply/organizational need, if requesting support for multiple areas, items and or supplies.
- A brief description of the bid process or method used to determine amount requested for equipment/repair costs.
- Timeframe in which funding will be executed.
- Narrative section has a 4000 character count limitation. This count includes spaces.

**Ineligible Activities**

Applications requesting support for these activities will not be considered.

- Ongoing staff costs
- Foreclosure prevention
- Professional fees/audit costs
- Membership fees
- Contract fees
- Ongoing equipment lease/rental
- Fundraising events/sponsorships
- Capital Expenses without the documentation described above