

United Way of West Florida (UWWF) Community Investment Mini Grants are available to provide funding to positively impact an organization and the community it serves. Funding options available through the UWWF mini grant include:

- Capacity building
- Professional development
- Accounting services
- Training (i.e., how to collect data, diversity, Board training)
- One-time program/project funding
- Consulting fees

Applicants must:

- be a registered 501(c) 3 non-profits that are focused on Education, Health, and Financial Stability.
- serve Santa Rosa and/or Escambia Counties of Florida.
- show financial trustworthiness by providing financials, 990, and information on different processes.
- have a Board of Directors that aligns with state and federal guidelines; has documented and approved minutes; and includes members who are not related to one another nor organization staff.
- have organization revenue under \$250,000.

The maximum funding available **is up to** \$5,000 per non-profit. Funds can **NOT** be used for salaries, reimbursements, matching funds, funding capital campaigns, endowments, or lobbying.

Mini grants will not be awarded to 2023-2024 funded United Way of West Florida agencies, click [HERE](#) for reference.

Application will follow a rubric, click [HERE](#) for rubric.

The UWWF Board of Directors will review applications and determine if an agency receives funding.

Grant awards will be paid out in January 2024.

Grant recipients will complete a written report after receiving funding.

Completed applications are due August 31, 2023.

Name of Organization:

EIN:

Year established:

Executive Director/CEO

Board Chair

Attach a copy of the organization's financials from last fiscal year.

Attach a copy of the organization's Board of Directors and their affiliation.

Attach the most recent approved Board meeting minutes.

Screening Questions

1. What is the Organization's annual revenue?
 2. Does the organization have a designated bank account to deposit the grant award? Yes/No
If no, what organization would serve as the fiscal agent?
 3. How will the organization document allowable expenditures? 150-word limit
 4. Has the organization's account been in a deficit within the last six months?
 5. Does your organization have any past/pending lawsuits?
If yes, please explain.
 6. Does your organization discriminate based on race, color, creed, age, gender, religion, marital status, national origin, disability, or sex including sexual orientation and gender identity in accordance with the federal, state, and local laws and regulations? If so, please explain:
 7. Does the organization have regularly planned Board meetings? If so, what is the schedule?
 8. Are Board members related to program staff? If so, how many and what is the relationship?
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Organization description – provide an organization description (i.e. mission, target population, services provided, and staffing) – 750 word limit

Counties served:

Escambia Santa Rosa Both

Purpose for requesting funds, select one:

- Capacity building
- Professional development
- Accounting services
- Training (i.e. how to collect data; diversity, equity and inclusion)
- One-time program/project funding
- Organizational operating expense, except salaries

Explain why the identified Purpose is important to our community.

Amount requested:

Alignment with United Way of West Florida:

Identify at least one United Way of West Florida’s Value (link to Values will be added) the organization aligns with and describe how.

How does your organization align with one or more of UWWF’s focus areas (health, education, and financial stability)?

Purpose of the grant request:

1. Describe the purpose of this request and how the funding will be utilized. (up to 500 words)
2. Inputs: Describe the resources which will be dedicated to the organization/project. (up to 150 words)
3. Outputs: What will be accomplished through the resources. (up to 150 words)
4. Outcome: How will outputs impact your organization. (up to 150 words)
5. What data will be used to track and measure progress in achieving the outcomes? (up to 100 words)
6. How will this data be collected? (up to 100 words)

Organization/Project Budget – complete budget attached to this application and show how the grant will be utilized.

[https://www.uwwf.org/sites/uwwf.org/files/Mini%20Grant%20funding%20request%20budget%20\(2\).xlsx](https://www.uwwf.org/sites/uwwf.org/files/Mini%20Grant%20funding%20request%20budget%20(2).xlsx)

Additional Comments – provide any additional information you would like to share about the organization /project – 250 word limit.

Point of contact for application:

Title:

Email:

Phone:

Address:

The organization’s website and/or social media platforms:

This application has been reviewed and approved by:

Organization’s CEO/ President: _____ Date: _____

Board Chair: _____ Date: _____