

Memorandum

From: United Way of Wayne County
Subject: Mini Grant Announcement and Application
Date: June 29, 2009

United Way of Wayne County is accepting minigrant applications from local not-for-profit organizations. Please read through the information provided below for guidelines and the timetable. The application form follows. Only complete applications received by the deadline will be accepted.

Mini Grant Process

- Grant Amounts:** It is expected that several grants will be awarded. No grant will exceed \$2,500.
- Grant Focus:** Grants will only be awarded for critical agency needs that are one-time in nature. This includes equipment purchases, staff training, special supplies, etc., but does not include a contribution to a capital campaign or deficit funding.
- Grant Eligibility:** This special process is open to 501C3 human service organizations serving residents of Wayne County, New York.
- Grant Process:** Complete an application form (reverse).
Submit it by August 14, 2009, to:

United Way of Wayne County
165 East Union Street
Newark, NY 14513

You can also submit by email to newark@uwrochester.org.

Applications will be reviewed in September
Board approval and notification will follow
All grants awarded must be expended and invoices submitted to United Way for reimbursement to grantee by March 31, 2010.

United Way of Wayne County
Mini Grant Application

Agency Name:

Program Name:

Street Address:

Phone:

Website:

Contact Name:

Contact Title:

Contact Phone:

Contact Email:

Mini Grant Amount Requested from United Way: \$

Describe the planned use for the grant. Tell exactly what the funds will be used for and how that will effect your organization and the people you serve.

Anticipated date of expenditure of minigrant funds:

If your proposal includes funding for more than one item, please list the component parts with their costs.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____