



Young Leaders Funding Application

Guidelines for Submission

Application Deadline: June 29, 2018 12 pm

The mission of Young Leaders of United Way of Lake County is to work to positively impact the lives of Lake County's youth through improved health and education. To do this, we have the opportunity to financially support Lake County 501c3 and non-profit organizations with grants promoting this mission.

The total sum of this grant allocation will be up to \$10,000 to continue to positively improve the health and education of the youth in Lake County. To submit a grant request, the application must align with the mission of Young Leaders of United Way of Lake County.

The submission guidelines below must be followed. Only **typed** applications that meet the following guidelines will receive grant consideration.

1. Each grant application must include the following:
 - a. Completed Grant Application Form
 - b. Quote documentation, if applicable (see Item 2 below)
 - c. 501c3 approval letter from the IRS (different from the tax-exempt form)
 - d. Any other documents that support the grant request or application
 - e. Project budget
 - f. Program Demographics (found on page 6 of this application)
2. Applications must include at least two or more written quotes for any equipment and/or materials requested.
 - a. Every effort must be made to obtain the best prices including any discounts or special prices for a non-profit organization.
 - b. Specialized equipment where only one source may be available must be accompanied by a statement of explanation supporting the single sourcing.
3. Application must be signed by the Executive Director and Board President
4. Funding requests for the following will NOT be accepted:
 - salaries
 - fundraisers
 - gift cards

- gas cards
 - bus passes
5. Funded requests must be used within six (6) months from the date of receipt.
 - a. Unused funds must be returned to United Way of Lake County.
 - b. A follow-up report, *including receipts*, is due within this same timeframe.
 - c. A potential site visit can also be scheduled during this timeframe.
 6. **Application deadline is June 29, 2018 at 12pm.** Agencies not funded will be notified by **August 31, 2018.** Agencies being funded will be presented with a funding award on **August 31, 2018 at the Annual Young Leaders Golf Outing.** This annual event is held at Black Brook Golf Course (8900 Lakeshore Blvd, Mentor, OH 44060). Grant recipients are required to represent their organization at this event.
 - a. Funding will be available within ONE MONTH of presentation.
 - b. If the Guidelines for Submissions are not met, your grant will not be considered and you will be notified by mail or email.
 7. **Submission Details:** Fully completed applications are to be submitted directly to United Way of Lake County.
 - a. Scan and email electronically to Jodi Matsko: jmatsko@uwlc.org
 - b. OR, Mail 6 copies of the grant application, as outlined in Item 1 above, must be submitted. Each copy is to be identical in content as the original. Only applications that provide 6 complete copies will receive grant consideration.

MAIL TO:

United Way of Lake County
Attention: Jodi Matsko
9285 Progress Parkway
Mentor, OH 44060

Please Note:

1. This application is not for emergency funding.
2. Only one grant request can be submitted each granting period. Multiple applications will result in all applications being denied.
3. Grant applications are only considered for the period in which submitted.
4. A member of the Young Leaders Cabinet and Impact Committee may contact the organization to schedule an interview to review the grant application upon submission.
5. Award presentation will be made in person on **August 31, 2018.** Funding will be available within one month of award presentation.
6. Grant guidelines are subject to change without notification.
7. For profit organizations will not be considered.

IMPORTANT:

The Young Leaders Cabinet and Impact Committee reviews each grant request as submitted. No grant request can be added to or deleted from once received.

Mail Submission Guidelines Checklist

	6 copies of the Grant Application
	6 copies of 2 Bid Proposals (Must include verification of the pricing. For example: A printout of online store pricing or a written store proposal etc.)
	6 copies of your 501c3 Approval Letter from the IRS
	6 copies of your Project Budget
	6 copies of the Program Demographics page

**** When mailing, 6 physical copies of all documents are required in order for the application to be considered for the funding period in which it is submitted. Each copy is to be identical in content as the original.**

Grant applications are due no later than June 29, 2018 at 12 pm

If you have any questions, please contact
Jodi Matsko at jmatsko@uwlc.org or 440-639-1236

Grant Application

Name of Organization:

Contact:

Email:

Address:

City/Zip:

Phone:

Fax:

Project Name:

Funding Request \$

1. Describe the purpose and structure of your organization, including a Board of Trustees list.
2. Describe the specific project for which you are requesting funding and specifically how the money will be used to promote children's health and education.
3. Is this a new venture or an expansion of an existing project?
4. If money is awarded, what is the projects' timeline for implementation?
5. Briefly describe both the immediate and long-term results anticipated from this project?
6. Name other organizations, if any, you will work with on this project.
7. What other funding sources do you have, or plan to approach for this project?
8. How will this project be funded in the future?

9. If Young Leaders provided only a portion of your request, what would happen to this project?
10. If funding is awarded, in what ways would you be willing to promote the Young Leaders as the sponsor?
11. If funding is awarded, will volunteering opportunities be provided to Young Leaders? If so, in what capacity and when?
12. If grant is accepted, can your organization be represented at the Young Leaders Golf Outing to be held on 8/31/18?

Submitted by: _____ Date: _____

Title: _____

Submitted by: _____ Date: _____

Title: _____

PROGRAM Demographics

To help measure the impact of this allocation, please complete the chart below which will show how your initiative will affect our Lake County community.

NOTE: Post calendar year actual information for this PROGRAM

AGE:	#	%	COMMUNITIES SERVED	#	%
0 to 5			44045 Grand River		
6 to 10			44057 Madison		
11 to 13			44060 Kirtland Hills		
14 to 17			44060 Mentor		
18 to 24			44060 Mentor -O-T-L		
25 to 34			44060&44077 Concord		
35 to 54			44077 Fairport Harbor		
55 to 59			44077 Leroy		
60 to 64			44077 Painesville		
65 to 74			44081 Perry		
75 and up			44092 Wickliffe		
TOTAL			44092 Willoughby Hills		
			44094 Kirtland		
GENDER	#	%	44094 Waite Hill		
Male			44094 Willoughby		
Female			44095 Eastlake		
Unknown			44095 Timberlake		
TOTAL			44095 Lakeline		
			44095 Willowick		
			Other (Provide zip code)	8	
			Program TOTAL		
			-----	-----	-----
			Agency Total if different		