



**United Way
Trinidad and Tobago**

United Way of Trinidad and Tobago Community Fund Grant Application 2023/24

September 2023

The United Way of Trinidad and Tobago (UWTT) Community Fund Grants 2023/24 Applications up to TTD \$50,000.00

Deadline for submission of application is **October 13, 2023** to be submitted to **unitedway@uwtt.com**.

UWTT is inviting registered Not for Profit (NPO) partners to submit an application for a 2023 Grant Award. Careful consideration will be given to the relevance of the project, problem identification, proposed solutions and intended results at the end of the project/programme. Priority areas of focus include:

- Education (with an emphasis on foundational skills building for 3-8 years old),
- Health and wellbeing (preventive health, mental wellness, physical activity for primary school children) and
- Equity (targeted programmes for vulnerable and low-income groups including research, training, or direct services delivery)

Given the current uncertain economic environment, we are only able to consider applications for project-based activity that will begin and end during January to December 2024, in Trinidad and Tobago.

An overhead fee of up to 15% of budget will be allowed to cover all administrative expenses including salaries, administrative costs, professional fees, rent, utilities. The 15% is included in the maximum grant limit.

Not eligible for funding

In this funding cycle, UWTT will not support the following:

- Construction projects
- Travel costs or scholarships to support educational opportunities or study for individuals
- Projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns
- Activities that are in support of political parties
- Sponsorship for an event or Cash prizes for a competition
- Direct funding of religious organisations or private schools

Please note:

- An invitation to submit an application does not guarantee funding of your application. Successful grant applicants will be granted a maximum of **TT\$ 50,000.00** for their project. However, the acceptance of a project for funding does not automatically qualify for the full sum of grant funding requested and will be considered on its merit as well as relative to total number of grants submitted.
- Each application will require as supporting documents to the Grant Application:
 - Submission of the most recent audited financial statements (2019 being the oldest statement to be considered)
 - Independently reviewed management accounts will be accepted for CSOs whose revenue is equal or less than \$500,000
 - Up to date Annual Return (2020 being the oldest return to be considered)
 - All documents will be required for the application to be considered complete

Date of Application:	Click or tap to enter a date.
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1. Organizational Information

Legal Name of organization:	Click here to enter text.	
Year Founded:	Click here to enter text.	
Mission:	Click here to enter text.	
Website/social media	Click here to enter text.	
Address:	Click here to enter text.	
	Name/ Title	Enter name
	Phone	Click here to enter text.
	Email	Click here to enter text.
Name of President /CEO (if not primary contact):	Click here to enter text.	
List of Main Programmes	Click here to enter text.	
Who are your main beneficiaries	Click here to enter text.	
Where are your beneficiaries located	Click here to enter text.	

2. Grant Request Information in TT dollars

Grant Request Amount:	Click here to enter text.
Purpose of Grant (one sentence):	Click here to enter text.
<i>For project support only, please provide the following:</i>	
Project name if applicable:	Click here to enter text.
Total project budget:	Click here to enter text.
Dates covered by budget (dd/mm/yyyy to dd/mm/yyyy):	Click here to enter text.

3. Organizational Financial Information *(For the most recent fiscal year available)*

Your current fiscal year runs from month year and ends on month year
 (month) (year) (month) (year)

Organizational Funding Breakdown

Type of Support	Amount Received	% of Overall Revenues
Government:	Amount	Value
Foundation:	Amount	Value
Corporate Donations:	Amount	Value
Individual Donors:	Amount	Value
Fundraising:	Amount	Value
Income Generating Activities:	Amount	Value
In-kind Services & Donations:	Amount	Value
Other (provide details):	Amount	Value

Please list your organization's 5 major donors

1.	Click here to enter text.
2.	Click here to enter text.
3.	Click here to enter text.
4.	Click here to enter text.
5.	Click here to enter text.

4. Grant Proposal

<p>1. Briefly describe the proposed grant project (approx. 150 words). <i>Please use the Attached Appendix I to provide a workplan for the project.</i></p>
<p>Click here to enter text.</p>
<p>2. Briefly describe the need the proposed project addresses (approx. 250 words).</p>
<p>Click here to enter text.</p>
<p>3. Please describe the population(s) that your proposed project will serve and any relevant demographic information and estimated numbers of people to be served (by age group and gender if possible.) (approx. 150 words).</p>
<p>Click here to enter text.</p>
<p>4. Using bullet points, list 2-3 (minimum) expected and measurable outcomes that this grant will help your organization to achieve. <u>You will be asked to report on these outcomes in your report(s).</u></p>
<p>Click here to enter text.</p>
<p>5. How specifically will you evaluate and assess your anticipated outcomes.</p>
<p>Click here to enter text.</p>
<p>6. Project Specific Funding Request Budget</p> <p>Please show the breakdown of requested funds as specified in the columns below.</p>
<p>Grant request dollar amount: \$ Click here to enter amount.</p>
<p>Dates covered by this request: Click here to enter dates.</p>

Project Budget Category	Project Budget	<u>Grant Request</u>
Salaries & Benefits / Professional Fees /operating costs	Amount	
Transport	Amount	Amount
Equipment	Amount	Amount
Monitoring & Evaluation	Amount	Amount
Program Materials & Outreach	Amount	Amount
Other	Amount	Amount

Project Budget Category	Project Budget	<u>Grant Request</u>
	Amount	Amount
TOTAL	Amount	Amount

<p>7 Budget Narrative: Use the space below to explain the basis of your grant request if the Grant amount is less than the Project Budget</p>
<p>Click here to enter text.</p>



**United Way
Trinidad and Tobago**

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