



Schuylkill United Way

AGENCY FUNDING REQUEST PACKAGE

2012

Agency: _____

Application Prepared by: _____

Preparer's Signature: _____

The completed 2012 funding request form (*and seventeen copies*) must be received as 17 individual packets each collated by October 22, 2012. Please send packet to:

SCHUYLKILL UNITED WAY
91 SOUTH PROGRESS AVENUE
POTTSVILLE, PA 17901
570-622-6421
570-622-7424 (FAX)
E-MAIL: MALONEEXDIR@SCHUYLKILLUNITEDWAY.ORG
WEBSITE: WWW.SCHUYLKILLUNITEDWAY.ORG

Schuylkill United Way
2012 Agency Funding Request Form

Please include seventeen (17) copies of each in the individual collated packets

- Annual Report (if agency does not have annual report, please include newsletter, brochure or informational flyer);
- Most recent Audit;
- List of current Officers and Members of the Board of Directors;
- Most current IRS 990 Form; **(one copy)**
- Bureau of Charitable Organizations Certificate; **(one copy)**

Agency Name: _____

Executive Director/CEO: (print) _____ (signature) _____

Phone: _____ Fax: _____ Email: _____

Chief Volunteer Officer/Board President: (print) _____ (signature) _____

Phone: _____ Fax: _____ Email: _____

ALLOCATION REQUEST

2011 REQUESTED ALLOCATION: _____

2010 ALLOCATION: _____

IF YOU REQUESTED AN INCREASE IN YOUR ALLOCATION, PLEASE EXPLAIN IN DETAIL WHAT YOU PLAN TO DO WITH THE INCREASED FUNDING.

Schuylkill United Way
2012 Agency Funding Request Form

SECTION I: AGENCY PROFILE

(If any section is not applicable to your organization, please write n/a.)

A. Agency Location:

Address* _____

Phone _____ Fax _____

Email _____

**If a PO Box is listed above, please identify your street address*

B. Agency's mission:

- C. Personnel: 1. Number of staff involved in implementation of programs _____
2. Number of volunteers involved in implementation of programs _____

D. Service Area: *List as accurately as possible the total number of people served by your agency, and the numbers served in each area.*

LOCATION	NUMBERS DIRECTLY SERVED	NUMBERS SERVED BY EDUCATION
Central		
North		
South		
East		
West		

Total served: _____

*Central-Pottsville, St. Clair, Port Carbon, Minersville and Townships

*North-Frackville, Ashland, Mahanoy City, Girardville, Shenandoah, Ringtown, Gordon, Gilberton and Townships

*South-Schuylkill Haven, Orwigsburg, Auburn, Cressona, Friedensburg and Townships

* East-Tamaqua and Townships

* West-Pine Grove, Tower City, Hegins Valley, Tremont and Townships

Schuylkill United Way
2012 Agency Funding Request Form

E. Age Levels: *Please list the approximate age groups served by your agency last year.*

Age Group	
0-6	
7-12	
13-17	
18-29	
30-64	
65 and over	
Unknown	
TOTAL	

F. Overall trends or changes the agency is seeing in the community:

G. Collaborations: Describe any partnerships or collaborations your agency is involved in to provide programs or services to our community:

H. In the past 12 months, has your agency had any wait lists for the services provided? If so, how many?

I. What are your agency's long-range plans?

Schuylkill United Way
2012 Agency Funding Request Form

SECTION II: PROGRAM INFORMATION

A. List all programs/services provided by your agency. If any are new programs, please note.

Program name	Goal	Target population	Cost	% of agency budget	% of United Way allocation

(If additional space is required, please use reverse side of this page.)

B. Are any of the above programs running a deficit? If so, why?

C. What problem or need in the community does this agency and its programs address? What evidence do you have to show that this is an important problem? How do you determine if your agency or program is meeting that need?

Schuylkill United Way
2012 Agency Funding Request Form

SECTION III: AGENCY FISCAL SUMMARY

A. Agency's Fiscal Year is _____ to _____

B.

		<i>Current Fiscal Year Budget</i>	<i>Proposed Fiscal Year Budget</i>
Income:			
United Way			
Government			
Other U. Way			
Fees & Dues			
Fund Raising			
Other			
Total income			
Expense:			
Salaries , please list the compensations of your officers and top 3 key employees separately. All other employee compensations may be listed in a lump sum.			
	1		
	2		
	3		
Emp. Benefits			
Payroll Taxes			
Prof. Fees			
Supplies			
Telephone			
Postage			
Occupancy			
Equipment cost			
Publications			
Insurance			
Travel			
Dues/Fees			
Miscellaneous			
Cash Assistance			
Total Expense			

Schuylkill United Way
2012 Agency Funding Request Form

B. General Fiscal and Fundraising Information

1. Does the agency adhere to the fundraising policies set forth in the Agreement between the Agency and the United Way? Yes ___ No ___

2. Please list fund raising activities held in/planned for 2010 and those planned for 2011:

Date	Fundraising activity	2010 (list net \$ raised)	Proposed 2011

3. Are any of the agency's funds restricted? Yes ___ No ___
(If yes, list amount & purpose)

Schuylkill United Way
2012 Agency Funding Request Form

4. Are any of the agency's funds endowed? Yes ___ No ___
(If yes, please list amount and attach any policies relating to the use of endowed funds)
5. Does the agency expect any major capital improvements over the next year?
Yes ___ No ___
6. Does the agency have savings, Certificate of Deposits, a rainy day fund? Yes ___ No ___
(If yes, please list total value of accounts.)