



## COMPLETING THE APPLICATION

Please ensure the following items have been included in the application prior to submitting.  
**Incomplete applications will not be processed.**

### **Each Complete Application Package should contain:**

- Completed application (please be sure all relevant sections are included as per the Application instruction sheet)
- Current list of Board of Directors with contact information
- Minutes from Board meeting approving the application (please include the full set of minutes, excerpts are not acceptable. Quorum must be present.
- Financial statements either in the form of an audit or a review engagement for the most current fiscal year end referenced in the funding application
- Annual report for the most current fiscal year end referenced in the funding application
- Letter of Collaboration (only applicable if one agency is applying on behalf of a collaborative group of agencies working on a program together)
- Cover Letter introducing the application. Please use this space to make any explanations necessary.
- Program Logic Model & Sample Data Collection Tool (if applicable, please see Outcomes Measurement information in the Program Section)

### **Please:**

- 3-hole punch the whole package and,
- if possible, please double-side the application when copying.

### **Please DO NOT:**

- Staple
- Bind or cover the application, simply use a clip
- Add additional promo items or materials

### **Submit your Application**

Send 8 copies of the Complete Application Package to either the physical or mailing address:

#### **Physical Address**

United Way of Quinte  
249 William St., Sears Unity Place  
Belleville, ON K8N 3K4

#### **Mailing Address**

United Way of Quinte  
PO Box 815  
Belleville, ON K8N 5B5

### **Deadline**

**Submission Deadline: December 1/09 @ 4:00 pm**

**Late submissions will not be processed**

If applications are received by United Way of Quinte after the deadline, the applications will be returned to the applicant.

The Board of Directors will make final approvals approximately 75 days from the application deadline date. Agencies will be notified upon approval.