

United Way of Central Jersey 2016-2017

Full Proposal Instructions

Only proposals from programs that are currently receiving funding or who have been invited to submit full proposals will be accepted. New Programs, please note – the United Way Outcome and Indicator that you selected for your Letter of Intent must be the same Outcome and Indicator listed on the cover page of your proposal. If either differs from the Outcome or Indicator on the Letter of Intent, the proposal will not be accepted for funding consideration.

One (1) original plus ten (10) copies of the July 1, 2016 – June 30, 2017 Program Funding Application, including attachments, for each Program **must be received by 12:00 noon on Monday, February 22, 2016** at the United Way of Central Jersey (32 Ford Avenue, Milltown, NJ 08850). Applications received subsequent to that date/time will be returned.

We cannot accept faxed applications. We would appreciate an electronic copy of the application on CD or e-mailed to Candace Crane (ccrande@uwcj.org) but that does not substitute for the receipt of the hard copies as noted above.

Checklist for Required Agency Documents

Appended, please find a check list for required agency documents which should be completed along with the delineated documentation. Note that there is a distinction between information required for currently funded organizations and those agencies that do not now receive program support from United Way of Central Jersey. Note also that the United Way requires only a single copy of the agency documents regardless of the number of Program Funding Applications being submitted.

Optional Attachments

A Glossary of Terms may be attached to ensure that the reviewers are familiar with acronyms, standardized curriculum or any other social service terms or practices that the applicant feels may require a definition. (Ex., NAEYC - *National Association for the Education of Young Children, which promotes excellence in early childhood education through its accreditation program*)

A Budget Narrative may be included for any line items on the Budget pages that may require additional comment or.

Collaboration

United Way defines collaboration as follows:

Collaboration is the active recognition of common problems, identifying common issues and applying resources that individual collaborators bring to the table from their respective areas of experience and discipline.

Collaboration goes beyond cooperation to create integrative solutions that could not be accomplished by a single organization alone.