

FY 2024 United Way Global Volunteer Month Microgrant Application Questions

ELIGIBILITY CRITERIA:

- Groups must operate within Wayne, Macomb, and/or Oakland counties.
- Groups applying for the microgrants program are not required to have 501(c)3 status but will need to locate a fiduciary to oversee funds if they are not a 501(c)3.
- Public (K-12) Schools are also eligible to apply (Governmental Information Letter may be requested).
- There is no minimum yearly budget.
- Projects must take place within Wayne, Macomb, and/or Oakland counties.
- Projects must engage a minimum of 10 volunteers.
- Groups must be able to meet all contractual and reporting requirements.

ORGANIZATION & FINANCIAL INFORMATION

1. If awarded, is your organization utilizing a fiduciary organization/group to receive funds?
2. Organization Information:
 - a. Organization Name
 - b. Address
 - c. City
 - d. State
 - e. Zip Code
3. Organization Leadership Information:
 - a. CEO/Executive Director First and Last Name
 - b. Title
 - c. Email Address
 - d. Phone Number
4. Are you a fiduciary organization applying on behalf of another organization?
5. Grant Contact:
 - a. First Name
 - b. Last Name
 - c. Title
 - d. Email
 - e. Phone
6. Please provide your organization's Federal Tax ID.
7. How is your organization incorporated under the laws of the State of Michigan?
8. Documentation:
 - a. 501c3 Letter of Determination
 - b. 990 Form
 - c. W-9
 - d. Financial Statements: Please upload your organization's fiscal statements from the most recent fiscal year.
 - e. Counter Terrorism Form

PROGRAM NARRATIVE

Overview:

1. Project Name: Please assign a name to the project your organization is proposing.
2. Project Date: Please enter dates in MM/DD/YYYY format(s).
3. Project Description: Please provide a description of the proposed project, make sure to include a detailed description of what volunteers will be doing during this project.
4. Project Impact: How will this project impact the community your organization serves?
5. Project Location Details: Please provide the details of where you will implement the above mentioned project.
6. Location Name
 - a. Address
 - b. City
 - c. State
 - d. Zip Code
 - e. Add another location?

VOLUNTEER ENGAGEMENT AND RECRUITMENT

1. What is the anticipated number of volunteers for this project?
2. Priority Audience or Recruitment Source: How do you plan on engaging or recruiting the volunteers for this project?
3. Additional Information: Is there any information you would like to provide as it relates to this project that you feel will be beneficial to United Way for Southeastern Michigan during the review process?

BUDGET

Instructions: This funding opportunity allows for budget submissions no greater than \$1,000.

IMPORTANT ENTRY NOTES:

- Grant Funding may NOT be used for employee salary, benefits, and/or volunteer stipends.
- Do not include dollar signs (\$), commas(,), decimal points/periods (.)
- Enter dollar values in numerical format only (do not include commas)
- Round up line item value to nearest whole number.
- If a line item is not needed, please mark N/A under the Material/Item Description and a 0 under the Item Cost/Budget Allocation (\$).

	Material/Item Description	Item Cost/Budget Allocation (\$)
1)		
2)		
3)		
4)		
5)		



United Way
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6)		
7)		
8)		
9)		
10)		

1. Tools and Materials Required: Please provide a detailed list of the tools and materials required for this project and the justification for those items.
2. Budget Narrative: Please provide any additional information that would help further explain your budget.