

Union County/ New Albany Initiative to Excel (UNITE) **GRANT GUIDELINES**

Union County/New Albany Initiative to Excel (UNITE) is a non-profit organization, operating as an affiliate of CREATE Foundation. Its purpose is to improve the quality of life for individuals in Union County. The Board of Directors manages the grant process by receiving and evaluating grant applications and making recommendations to the CREATE board for final approval.

The following policies govern the grants awarded from UNITE.

1. UNITE only considers grant applications from non-profit, tax-exempt organizations providing services in Union County.
2. UNITE considers requests for funding of startup projects and/or projects that show expansion of programs/services.
3. UNITE typically does not provide funding for salaries, building projects, or continuing operational support to sustain programs or projects.

Application Submission Procedures

Grant applications are due December 3, 2018.

Applications may be delivered to the UNITE office by 5:00 p.m., Monday, December 3, 2016. The UNITE office is located at 135 E. Bankhead Street, New Albany in the former U. S. Post Office building.

Applications received by midnight December 4, 2018 will be accepted.

Applications may be mailed to UNITE, P. O. Box 125, New Albany, MS 38652. Applications postmarked on or before December 3, 2016 will be accepted.

Applications may be submitted before the deadline, however, applications received after the deadline **will not** be considered.

Please attach a list of current officers/board members and a copy of official 501 (c)(3) status to the application

Submit a total of eight (8) copies of the grant application. The application MUST be typed. Applications should be affixed with paper/binder clips and HOLE-PUNCHED to fit a standard three-ring binder. DO NOT STAPLE.

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If grant applicants have questions, contact Collett Cross, UNITE Executive Director, by calling/texting 662-316-0808 or emailing cbcross@bellsouth.net

Grant Application

Applicant Agency _____

Mailing Address _____

Contact Person _____ Telephone _____

Email _____

Project Title _____

Project Start Date _____ Project End _____

Project Total Budget _____ Amount Requested from UNITE: _____

Project Summary Statement:

What is the mission statement of your agency?

Who does your agency serve and where do they live?

Explain how your organization is now funded.

Project Summary

Evaluation Requirements: *If your organization is awarded a grant from UNITE, you may be asked to complete and submit UNITE evaluation forms as stipulated in our award letter to you, and include the UNITE logo in your publicity materials.*

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Budget Proposal – Sources and Uses of Funds

The budget proposal should include items to be purchased or reimbursed for the project.

Budget Item (be specific)	Funds requested from UNITE	Funds from your organization	Funds from other sources		Total Funds
			Amount of funds	Name of contributing organization	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

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10.					
Total of Budget Items					

Name of Individual Completing Application

Date Submitted

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