

Guidelines for the 2023 United Way Regina Application – Weyburn and Area

In partnership with



Application Deadline: February 20, 2023 at 4:00 p.m.

211 Saskatchewan, funded by United Way Regina and the United Way of Saskatoon and Area, is a free, confidential, 24/7 service that connects individuals to human services in the province by telephone, text, or web chat, plus a searchable website with over 6,000 listings of social, community, non-clinical health, and government services across the province.

Every day, there are many Saskatchewan citizens facing challenges and in need of help to get back on track. But it can be difficult to navigate thousands of programs and services, especially when you are not sure what you are looking for.

211 Saskatchewan addresses this common issue by helping people find the right services at the right time, in the method most comfortable to them.



An initiative of  United Way

United Way Regina is committed to addressing some of the highest needs identified through the analysis of 211 data.

In 2022 some of the top reasons for contacts through call, text, web chat, e-mail in Weyburn included income support and employment, basic needs including food security, abuse/assault/violence, mental health and substance use, and education.

The **United Way Regina** provides funding support to agencies that align with and report on a program that falls within one of three national **United Way Focus Areas**:

- **All That Kids Can Be:** Improving access to early childhood development programs, helping kids stay on track in school and graduate from high school.
- From **Poverty to Possibility:** Increasing opportunities for individuals and families to move from living in poverty to become more independent and self-sufficient.
- **Healthy People, Strong Communities:** Improving access to social, health-related support services including systems navigation to find help when they need it the most.

All That Kids Can Be

To be successful, independent adults, children and youth need a good start in life, well-supported parents during the first years, access to early childhood literacy and development programs, positive pre-school and school experiences, and support during the middle years to stay on track to high school graduation. While extensive research has shown the positive effects of mentoring disadvantaged children and youth, all kids reap big developmental dividends from nonparent mentoring, coaching or tutoring throughout their school years.

United Way Regina is working with its partners to identify, address and alleviate the barriers children and youth face from “cradle to career.” We are committed to both improving access to early childhood learning & development opportunities and helping children & youth do well in school and complete high school.

Programs selected in this area are intended to result in:

Success in School

- Children are ready for school
- Children and youth are successful in school
- Youth make a healthy transition to adulthood



Healthy People, Strong Communities

In Canada, one in five people struggle with their mental health. It could be a neighbour struggling with anxiety, a sibling coping with bipolar disorder, a friend processing past abuse, or a parent dealing with depression after the loss of a loved one. Without timely, appropriate support, people facing mental health issues are at greater risk of harm.

Mental health challenges affect all aspects of life. When someone's mental health becomes compromised, it can impact their ability to work, live independently, or just get through the day.

Counselling is reported as the greatest local need, but it is also the least likely to be met.

Understanding where to go and how to get help can add another layer of stress.

People of all ages, genders, and ethnicities can struggle with their mental health, through all stages of life. People who face these challenges may have trouble focusing at school, parenting and managing family life, or finding and keeping a good job.

United Way invests funds where they are needed most and will have the greatest impact. Together we can ensure more people in our communities have access to the local mental health and crisis supports they need, when they need it.

Programs selected in this area are intended to result in:

Personal Wellbeing and Safety and Connected to Supports

- Improved mental health
- Improved safety especially victims of interpersonal violence and abuse
- Increased help to better navigate support systems
- Improved access/availability to services and supports



Poverty to Possibility

United Way is working with its partners to address poverty in a meaningful way. Poverty to Possibility focuses work on helping to meet the basic needs of the most vulnerable people in our communities. Equal access to food is critical to the overall health and wellbeing of children and family success.

United Way knows that hunger is a wide-spread problem. In Saskatchewan, children under the age of 17 account for more than 40% of food bank usage.

The effects of food insecurity extend into the overall ability of an individual to live a productive and healthy life. For too many in our community, poverty is a daily struggle. It forces people and families to make impossible choices like whether to put food on the table or pay the rent.

United Way works to ensure every child has access to healthy, nutritious food as well as opportunities for individuals and families to move from living in poverty to become more independent and self-sufficient.

Programs selected in this area are intended to result in:

Food Security, Housing Stability, Employment and Financial Literacy

- Access to affordable, nutritious and appropriate food
- Increased consumption of nutritious and appropriate food
- Improved access to emergency shelter
- Improved access to affordable housing
- Increased access to supports to maintain stable housing
- Increased support to find and maintain employment
- Improved financial stability and avoidance of financial crisis
- Improved access to affordable goods & services needed to support independence and stability



Timelines

January 10, 2023	Application available
February 20, 2023	Deadline to submit applications is 4:00 PM
March 30, 2023	Application decisions announced
November 10, 2023	Volunteer Hours Tracking Sheet Due
Mid-December, 2023	Funding amount decisions announced
January 1, 2024	New funding agreement begins and runs until December 31, 2024

Eligibility Criteria

Eligible Agencies:

- participate prior to (meetings, committee involvement) and/or day-of Communitthon
- are aligned with United Way focus areas (All That Kids Can Be, Poverty to Possibility, Healthy People Strong Communities – see section 6 for more details).
- clearly demonstrate local community impact.
- will use the funds in the Weyburn Area specifically.
- are incorporated under provincial or national jurisdiction.
- are a registered charity in Canada.
- maintain a volunteer Board of Directors that meets regularly.
- host a public Annual General Meeting.
- have financial statements that have been audited by a licensed public accountant (or financial review for charities with annual revenues less than \$100,000).
- are in good standing with all regulatory bodies including Canada Charities Directorate and Saskatchewan Justice.
- can provide a certificate or a letter of liability insurance of not less than \$2M.
- provide an equitable, non-discriminatory, accessible program or service for the benefit of Weyburn citizens.

Not eligible to apply:

- Individuals
- For-profit agencies
- Government agencies, boards and/or commissions
- Agencies that are not incorporated
- Agencies located outside of the Weyburn area
- Agencies whose purpose is solely related to political activity, as defined by the Canada Revenue Agency
- Agencies without a clear separation between religious and community service
- Agencies that could be deemed discriminatory, as defined by the Saskatchewan Human Rights Commission

Application Process:

1. Read the Applicant Guide and the application thoroughly before beginning.
2. Complete the application. See detailed instructions on the application.

The Application has 7 sections:

- Section 1 – Eligibility
- Section 2 – Organization
- Section 3 – Financial
- Section 4 – Governance
- Section 5 – Program Information
- Section 6 – Outcome Measurement
- Section 7 – Authorization and Confirmation

Note that you must check all the boxes in section 1 in order to be eligible to apply.

3. Submit application and required documents to Kristin Gushuliak at kgushuliak@unitedwayregina.ca

Documents required include:

- Completed 2023 Application
- Copy of most recent audited financial statement and/or link in application
- If your audited financial statements are more than six months old, please also attach a copy of your current balance sheet and income statement (please include a comparison of budget to actuals)
- If you are a returning applicant, you must submit a completed Results Report which was distributed in December 2022 and is due on January 31, 2023

Funding Amounts

Indicate in the application the amount of funding you are applying for.

Application Review Process

Application received ➡ Eligibility Confirmed ➡ Review and Recommendation ➡ Applicant Notified

United Way will review all applications to confirm eligibility requirements are met and the application is complete. Applicants may be contacted to provide clarification or further detail. Eligible applications will then be forwarded to an allocations committee. Recommendations from the allocations committee are forwarded to the Communithon Committee and UWR staff for consideration. Applicants will receive notification of the outcome of their application by March 30, 2023 and if successful the level of funding by the end of mid-December 2023.

Funding recommendations will be determined based on a competitive, merit-based process. The number of applications may exceed the dollars available and not every eligible application might receive funding. Funding is contingent upon the funds raised through the annual Weyburn Communithon. Individual agency allocation amounts are not guaranteed year-to-year. Funding will be decided based on participation prior to (meetings, committee involvement) day-of Communithon, application, and community need.

The merit of the **applications will be assessed*** based on the following criteria:

- The application is complete and submitted on time. All questions must be answered and responses should provide enough information for the assessment committee to make a recommendation.
- The application demonstrates strong fiscal responsibility and governance.
- The program is aligned with a United Way Focus Area and local priorities
- The application identifies a demonstrated need or community priority.
- The proposed program is designed to address a local need or issue using evidence.
- The program is feasible, will reach its intended audience, and is likely to achieve the expected benefits and outcomes for participants.
- The application demonstrates the cultural competency of the staff in the delivery of the program and the inclusion of clients or participants in the design, implementation and delivery of the program.
- The program demonstrates that it is responding to the Truth and Reconciliation Commission's 94 Calls to Action.
- The program is equitable, non-discriminatory and accessible.

- The program complements other community initiatives. The program involves partnerships, is not a duplication of services, and has community support.
- The application demonstrates opportunities for visibility of the partnership.
- Level of participation prior to (meetings, committee involvement) and day-of-Communiton

*See **Appendix A** for the Funding Assessment Rubric used to score the applications and **Appendix B** for the Volunteer Hours Tracking Sheet

Phases of Decision-Making Process

Basic Eligibility Criteria

- reviewed by staff pass/fail

Organizational Performance Criteria

- Governance
 - reviewed by staff pass/fail
- Financial Management
 - reviewed by committee member and staff pass/fail

Program Description and Outcome Measurement Criteria

- reviewed by committee and staff (3-point scale)
- emphasis put on alignment with United Way focus areas and participation in Communiton

Need for United Way Funding

United Way needs to be able to demonstrate the impact of its investment, but it is not feasible for United Way to be the major funder of a community-based organization or a specific service.

There needs to be a balance in terms of attribution of outcomes to United Way funding, and not creating situations where this funding becomes a major portion of an organization's operational budget to the extent the organization's stability will be at stake if and when United Way funding is no longer provided.

Additional Information and Requirements to Note

Release of Funding:

Successful funding recipients will receive an approval letter and funding agreement. When the agreement has been signed and returned to the UWR office, recipients will receive a one-time payment via cheque.

Amendment Requests:

Significant changes to the proposed activities or outcomes in the original United for Impact Fund Application must be communicated to UWR by submitting a written amendment request outlining the program changes being explored. All changes must be approved by United Way Regina in order to continue to receive funding.

Recognition of UWR Support:

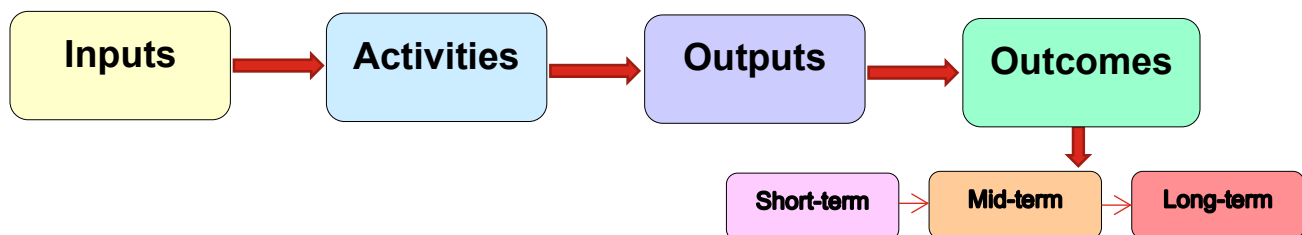
Funding recipients are required to acknowledge the support of United Way Regina. This may be accomplished through any combination of the following activities:

- electronically through websites, e-newsletters, bulletins, blogs, and/or social media;
- in printed products, advertisements, brochures, posters, newsletters, annual reports, media releases, signage, and/or correspondence; and,
- publicly during a community gathering, celebration, or media event, and/or at exhibits and displays.

Funding recipients **MUST** use a current and approved UWR logo.

Reporting:

All organizations supported by United Way Regina are required to conduct a minimal level of ongoing evaluation on a program that aligns with United Way focus areas. Applicants will be required to indicate a program that aligns with a National Focus Area and local priority that they will report on at least annually with inputs, activities and outputs that would lead to selected outcomes.



All funding recipients are required to **submit a Final Report at the end of the funding period**. A copy of the Report template will be sent out at least a month before the due date. You will be required to include stories of impact.

Questions?

For questions not addressed in these resources, please contact Kristin Gushuliak, Community Grant Manager, at kgushuliak@unitedwayregina.ca

Appendix A

United Way Regina: 2023 Application for Funding Assessment Rubric

Please complete the following assessment tool when reviewing each organization’s application. Scores are to be entered into the spreadsheet provided.

The eligibility, governance and financial sections of the application are assessed on a pass/fail basis.

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
1) Eligibility	n/a	n/a	n/a	n/a	Pass/Fail
2) Governance	n/a	n/a	n/a	n/a	Pass/Fail
3) Finance	n/a	n/a	n/a	n/a	Pass/Fail
4) Strength of alignment with United Way Focus Areas	The proposal clearly shows strong alignment with United Way Focus Areas.	Explanation of alignment with United Way Focus Areas is adequate; the reviewer may believe that alignment is strong, but it has not been clearly articulated in the application.	Alignment to United Way Focus Areas is tokenistic or vague.	There is no alignment to the United Way Focus Areas.	
5) Strength of evidence that the project addresses a local need and fills a unique niche	Credible local evidence is provided; the program is strongly linked to community need; it is clear that the program fills a unique niche; credible references are provided.	Local evidence is provided but some sources may not be credible; the program is adequately linked to community need; the program may fill a unique niche.	There is little local evidence; evidence may not be credible; it is not very clear how the program meets a local need.	There is no local evidence provided; it is not clear at all how the program meets a local need.	

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
6) Incorporation of the perspectives of clients or participants	The program describes how it currently includes the clients or participants in the design, implementation and evaluation of the activities. The clients have a major role in designing and delivering the service.	The program describes how it includes the clients or participants in the design, implementation and evaluation of the activities. The clients have some role in designing and delivering the service.	The program minimally describes how it includes clients or participants in the design, implementation and/or evaluation of the activities. The clients have a nominal role in designing and delivering the service.	The program does not describe how it currently includes the clients or participants in the design, implementation and evaluation of the activities. The clients do not have a role in designing and delivering the service.	
7) Cultural Competency	The organization has taken major steps to develop the cultural competency of the staff responsible for delivering the program. The staff has a high level of cultural competency to deliver the program in a culturally responsive way. The organization has taken major steps to ensure the program staff has base level knowledge of the history of Saskatchewan's Indigenous peoples.	The organization has taken some steps to develop the cultural competency of the staff responsible for delivering the program. The staff has a medium level of cultural competency and may have the ability to deliver the program in a culturally responsive way. The organization has taken some steps to ensure the program staff has base level knowledge of the history of Saskatchewan's Indigenous peoples.	The organization has taken few steps to develop the cultural competency of the staff responsible for delivering the program. The staff has a very low level of cultural competency and may not have the ability to deliver the program in a culturally responsive way. The organization has taken few steps to ensure the program staff has base level knowledge of the history of Saskatchewan's Indigenous peoples.	The application does not demonstrate any level of staff cultural competency nor the ability to deliver the program in a culturally responsive way. There no knowledge of the history of Saskatchewan's Indigenous peoples.	

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
8) Truth and Reconciliation (TRC)	The program has been significantly adapted in response to the TRC Commission's Calls to Action. There is strong evidence the program highly aligns with the TRC Calls to Action.	The program has been somewhat adapted to the TRC Commission's Calls to Action. There is some evidence the program aligns with the TRC Calls to Action.	There is some evidence the program aligns with the TRC Calls to Action.	There is no evidence the program has been adapted to the TRC Commission's Calls to Action. There is no evidence the program aligns with the TRC Calls to Action.	
9) Equity, non-discrimination, accessibility	The program shows high levels of being equitable, non-discriminatory and accessible. There are clear examples for each area.	The program shows medium levels of being equitable, non-discriminatory and accessible. There are examples for two of the areas.	The program shows low levels of being equitable, non-discriminatory and accessible. There is some discussion, but no clear examples.	The program does not display how it is equitable, non-discriminatory or accessible.	
10) Partnerships/ collaborations (where applicable)	There is a strong commitment demonstrated from partners and their roles are clearly defined; partners add value to the program. The program is very collaborative	There is some support from external partners but roles and resources are unclear; partners add some value to the program. There is some collaboration.	There is little support from external partners but roles and resources are unclear; partners add little value to the program.	No partners exist, or partnerships don't align well with the program goals. There is no collaboration.	
11) Measuring program success	The organization currently demonstrates high ability to measure the success of the program using viable metrics.	The organization currently demonstrates some ability to measure the success of the program using viable metrics.	The organization currently demonstrates minimal ability to measure the success of the program. There may be some metrics listed.	The organization currently does not demonstrate the ability to measure the success of the program using viable metrics.	

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
12) Clarity and strength of the overall logic model	The work that the program proposes to do has a strong potential to achieve its goals. In other words, the inputs, activities, and outputs all directly align with the outcome statement(s); there is a logical flow between all components of the logic model.	There is some misalignment between inputs, activities, outputs and outcome statement(s); there is some logical flow between components of the logic model but some improvements could be made.	There is a lot of misalignment between inputs, activities, outputs, and outcome statement(s); the logic model is vague or difficult to follow.	There is no alignment between inputs, activities, outputs, and outcome statement(s); the logic model is very difficult to follow.	
13) Activities	Activities provide a clear picture of what the program is doing to address the social issue and needs in the community	Activities provide an adequate picture of what the program is doing to address the social issue and needs in the community.	Activities provide a vague picture of what the program is doing to address the social issue and needs in the community; some additional information is required.	It is unclear how the activities will address the social issue and needs in the community.	

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
14) Value for investment	Taking into account the populations being served and the program model being used, this project has the potential to achieve a strong impact for the resources invested (e.g. it will reach a large number of people, or provide significant benefit to a smaller group that is high in need, or reach a group that is normally not served).	Although the program appears to offer good value, there are some minor concerns or areas where additional detail is needed.	The program appears to offer some value; there are a number of concerns or areas where additional detail is needed.	Information provided does not indicate that the program will achieve worthwhile impact for the investment.	
15) Participation in General Communithon Meeting Attendance	Attended all the meetings	Attended 2/3 of the meetings	Attended less than 1/3 of the meetings	Attended no meetings	
16) Communithon Subcommittee participation	Chair of a subcommittee	Joined two or more subcommittees	Joined one subcommittee	Did not join a subcommittee meeting	
17) Overall Communithon Volunteer Hours	Committed 50+ hours to the Communithon	Committed 26-50 hours to the Communithon	Committed 1-25 hours to the Communithon	Did no volunteer hours (did not submit a tracking form)	
18) Day-of Communithon Participation	Committed 2 hours or more to the set up AND day of AND tear down of the event	Committed 2 hours or more to the setup, day AND/OR tear down of the events	Committed 2 hours to either the setup, day of, or tear down of the events	Did not participate in the setup, day of, or tear down of the event	

Criterion	3 points	2 points	1 point	0 points	Comments or Explanation
19) For returning applicants: Results Report for prior application. Must be completed to be eligible for funding. Overall quality of the report.	Has completed all questions with good depth of information. High quality report.	Has completed the majority of questions. Could provide some more detail. Medium quality report.	Completed minimal questions with little detail. Low quality report.	Poor quality of responses.	
20) Logic model	The logic model has a logical flow. If there were changes to inputs or activities or outputs, reasons and learnings were provided.	There is some misalignment between inputs, activities, and outputs. Changes to inputs, activities and/or outputs were identified, but no reasons or learnings.	There is a lot of misalignment between inputs, activities, outputs, and outcome statement(s); the logic model is vague or difficult to follow.	There is no alignment between inputs, activities, outputs, and outcome statement(s); the logic model is very difficult to follow.	
21) Targets/Intent of program	Targets were met. Detailed explanation of how the intent of the program was met is provided.	Some targets were met. Some explanation of how the intent of the program was met is provided.	Unclear if targets or intent achieved. Little explanation of how the intent of the program was met is provided.	Not completed.	
22) Impact Story	An Impact Story that clearly aligns with UWR Focus Areas and multiple quotes were provided. There is significant demonstrated impact on the lives of participants.	An Impact story was provided, but it is not clear how it aligns or the quality of the story is weak. Some quotes were provided. There is some demonstrated impact on the lives of participants.	In Impact story was provided, but it does not align. Few if any quotes were provided. There is limited demonstrated impact on the lives of participants	Not completed.	

Appendix B

Community Agency Work Sheet

(Agency Name)

This will be used by the Allocation Committee as part of the funding process. Each Community Agency must submit a completed worksheet highlighting their involvement in the 2023 Communithon. (Monthly meetings not included). This must be submitted by **November 10, 2023**. Digital copy only to communithonallocations@gmail.com.

Questions to Consider:

What did your Agency member work on prior/during/after to the Communithon? (Committees and Meetings, helping with 50/50, set up, tear down, etc.)

What did you do during Communithon?

Date	Time (in .5 hour increments)	Organization Member	Activity

Date	Time (in .5 hour increments)	Organization Member	Activity