

UNITED WAY OF JAMAICA
PROJECT APPLICATION FORM

Please return to: United Way of Jamaica

1. APPLICANT

Name of Organization:

Address:

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Telephone No.: Fax. No.:

Email Address:

Website Address:

No. of Yrs. in Existence: Budget for this year:

Board Chairman:

Chief Executive Officer:

When did the organization start?

Does your organization have an Approved Charity Certificate? If not, give the name and address of sponsor with current Charity Certificate.

Yes No

Name and address of sponsor:

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Registration and Expiry Date:

Background: (How did you get started, past achievements, goals, support received)

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2. PROJECT FOR WHICH UNITED WAY FUNDS ARE REQUESTED

Name of Project:

Location:

Project Manager:

Email Address of Project Manager:

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4. Objectives (what do you hope to achieve? Please be specific)

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5. Methodology: (Give the main activities, say who will implement them and how)

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Are volunteers involved? Y N

How many volunteers will be utilized

Number of hours

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6. Monitoring: (How will you measure your progress?)

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7. Sustainability: (how will you finance your activities especially at the end of United Way Support?)

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Where do you see this project in 5 years?

Cash from Other Donors													
Cash Requested from United Way													
Total Receipts (B)													
Total Available Cash for use (A+B)													
Project Cash Payments													
- Permanent Personnel													
-Consultants/Contractor													
-Equipment/Machinery													
-Consumables:food, stationery													
-Travelling													
-Insurance													
- Other													
Total Payments (C)													
Ending Cash Balance (A+B+C)													

The Project Cash Flow Budget shows how, when and where, cash flows in and out of the project. If the inflow is lower than the outflow, then the project will run out of cash.

NB

- 1) Cash includes cheques
- 2) The ending balance for M1 becomes the beginning balance for M2 etc.

February 24, 2015