



Individual Needs Grant

These are granted to United Way partner agencies to fill gaps for needs of individual women and their families. Agencies screen applicants for eligibility for HCWF funds based on agency protocol. Agencies decide how best to use the funds given to best meet the needs of the women they serve during that funding period. These decisions are reviewed by the HCWF Allocations Committee, and the committee reserves the right to inquire about allocations or to make suggestions for how better to allocate funds to fit the HCWF mission.

The following forms are necessary to apply for and report on money granted:

- **Agency Partnership Agreement – Form #1**
Completed when partnership is made and reviewed for renewed each December for the next calendar year
- **Agency Funding Request – Form #2**
Completed as needed, not more frequently than 3 times per year. Agency should do their best to anticipate the needs of women they serve for the upcoming funding period. Agency may not request funds until their the forms below are complete showing they have allocated all money given in last funding period. Requests should be summated by the last week of the month prior to allocation votes, which are held in February, June, and October.
The requests will be reviewed by the HCWF Allocations Committee. They will decide whether to recommend the request to the HCWF Director's Circle. If the Director's Circle approves the request, agencies can expect checks to be delivered by the beginning of the next month.
- **Individual Allocation Report – Form #3**
This form will be completed for each individual allocation of money. This form should be completed with the recipient to help her make plans for meeting her need on her own next time.
- **Recipient Confidentiality Release – Form #4**
This form should be completed with the Individual Allocation Report form.
- **Individual Needs Distribution Report – Form #5**
This report form is for record keeping of the granted money that has been allocated. This form was designed to help agency representatives keep track of how much money they have allocated in a funding period. This form will also assist HCWF in gathering statistical information to be used for effecting change, grant writing and fundraising.