

UNICO National Torrington Chapter

Chartered 1925

An Italian American Service Organization
“Service Above Self”

P.O. Box 175 – Torrington, Connecticut 0679-0175

Web Site www.unico.org

Community Projects Application Outline

1. Proposal Summary:

- Describe who you or your organization is, the scope of the project and the cost estimated for the project.

2. Problem Statement:

- Focus on problems that need to be solved through the project. Support the problem with statement evidence.

3. Program Objectives:

- State specific measurable outcomes of the project. They should be targeted improvements in the situation described in the Problem Statement.

4. Methods:

- Describe the activities that will take place in order to achieve the described results.

5. Evaluation:

- Describe how effective the project is in reaching objectives and methods.

6. Budget:

- Submit a breakdown of costs needed related to objectives and the methods.

7. Acknowledgement:

- In what way will **UNICO** be recognized for its contributions?

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COMMUNITY PROJECT FUND EVALUATION CRITERIA

1. The project or projects must initially create an identity for UNICO and subsequent projects must perpetuate their identity.
2. The project or projects should be sizeable in impact, identity and monetary value.
3. No application needs to be funded 100 percent. More than one application can be funded in the same fiscal year.
4. Requests for funds for proposed Community Projects must be submitted in writing to the Board of Directors, no later than February 15th of the fiscal year. The Board will review the applications and then present and make recommendations to the full membership for their approval. A 75% vote of the attending membership is required for approval.
5. All applications must be written and submitted by person/organization requesting funds and signed off on by authorized organization President or Chairperson.
6. The Board will not consider improperly completed applications.
7. A call for Community Projects Applications will be made in the Newspapers/Radio on or before February 15.
8. Community Projects will be funded by the new profits of the UNICO raffle and any other fund raiser as approved by the members. The fund will be divided 2/3 Community Projects Fund, 1/3 UNICO budget.
9. Funds remaining yearly and not committed to any project will remain in the Community Project Fund for future use and will not be committed to other Non-Community Project activities. An accumulation of uncommitted funds shall not exceed \$10,000.

COMMUNITY PROJECTS TIMETABLE

Call for Projects	July 1 – Feb. 15 of the Chapters fiscal year
Deadline for Projects Submitted	Feb. 15th
Projects to be reviewed by the Board of directors	March Board Meeting (2 wks. prior to April mtg.)
Board of Directors to make recommendations to membership	April Meeting
Notice sent to membership and Vote and approval.	May Meeting
Applicants notified of results	June 1st
Project Fund Disbursement	June 15th