



United Way  
of Monroe County

**AGENCY APPLICATION**  
**2010-2011 Grant Process**

**SECTION 1**

Applying Partner Agency Monroe County Youth Employment Service, INC.

Address (Main Office) P.O. Box 81, Rt. 611, Tannersville, PA 18372

Phone (570) 620-2410 Fax (570) 620-0546

Executive Director (Chief Professional Officer) Parviz "Peter" Olson-Alasty

E-Mail Address: [pays@ptd.net](mailto:pays@ptd.net) Website Under construction

Agency Board President John Casella Term of Service Two Years

Address PA CareerLink of Monroe County, P.O. Box 789, Rt. 611, Tannersville, PA 18372-0789

Phone (570) 620-2960 Fax (570) 620-0546

E-Mail Address jacmccl@ptd.net

Give a summary (25 word) description of the agency's mission (use SECA description if applicable)  
To be the source of information, education, promotion, encouragement and guidance to the youth of Monroe County to take an active role in creating and developing their future careers.

Complete Agency Financial Form (see attached template)

Submit all other documents requested (see attached list)

**SIGNATURES (Required with Application)**

I (signed below) certify that the information presented, both narratives and financials, are presented truthfully and to the best of the agency's abilities.

\_\_\_\_\_  
Executive Director or CEO

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Treasurer

**APPLICATIONS ARE DUE: 4:30 p.m. FRIDAY FEBRUARY 12, 2010**

**REQUIRED AGENCY DOCUMENTS**

**2010-2011 Grant Process**

**The following materials are  
ONLY FOR AGENCIES THAT DID NOT PARTICIPATE IN SECA**

- 1) Provide a current listing of the Board of Directors with names, addresses, and phone numbers. Please see attachment A
- 2) Provide a copy of your IRS Tax Determination Letter.
- 3) Provide a copy of your **current** certificate of registration from the Department of State, Bureau of Charitable Organizations.
- 4) Please provide a copy of your IRS 990 and a justification of administrative and fundraising expenses over 25% (if applicable). Your IRS 990 **must** cover the same fiscal period as your audit/financial statements.
- 5) Provide agency's **most recent** annual report.
- 6) Provide one agency or program promotional piece such as brochure, newsletter, flyer, etc.
- 7) Provide a copy of your **most recent** financial audit.

**THE FOLLOWING MATERIALS ARE REQUIRED BY ALL  
APPLYING AGENCIES**

- A. Give examples of how the organization identifies itself as a United Way partner agency. Please provide samples if applicable such as letterhead or brochure, etc.
- B. Provide some organizational structure showing various programs and lead volunteer/staff.
- C. Provide a schedule of Board meetings for the past year. Also, please have the past year's Board minutes available at the upcoming site visit.

**PLEASE SUBMIT APPLICATION & FINANCIAL MATERIALS  
ELECTRONICALLY TO [monica@unitedwaymonroe.org](mailto:monica@unitedwaymonroe.org)**

**APPLICATIONS ARE DUE: 4:30 p.m. FRIDAY FEBRUARY 12, 2010**

## **PROGRAM APPLICATION**

### **2010-2011 Grant Process**

## **SECTION 2**

(If you are seeking funding for more than one program, complete a *separate program* application for each)

Program Name Youth Employment Service

Address (Program Location) P.O. Box 81, Tannersville, PA 18372

Phone 570-620-2410 Fax 570-620-0546

Primary Contact for Program Parviz "Peter" Olson-Alasty

E-Mail Address payes@ptd.net Website \_\_\_\_\_

Name the targeted community concern addressed through this program (i.e. youth delinquency)  
Youth Employment & Employability Skills

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Provide a brief written summary of the program seeking funding in 2010-11  
Please see attachment B

What is the target population(s)? Give supporting demographic need information and source.

Please see attachment B

Describe how the program improves the lives of the targeted population  
Please see attachment B

Complete Program Outcome Worksheet (**attach using UWMC template**)

Complete Program Financial Form (**attach using UWMC template**)