



United Way
of Monroe County

AGENCY APPLICATION
2010-2011 Grant Process
SECTION 1

Applying Partner Agency - Burnley Workshop of the Poconos, Inc.

Address (Main Office) - 4219 Manor Drive, Stroudsburg, Pa 18360

Phone - 570-992-6616 Fax - 570-992-5052

Executive Director (Chief Professional Officer) - Robert Ames

E-Mail Address - bames@allied-services.org Website - burnley.org

Agency Board President - William Mc Cabe Term of Service 1 Year

Address - 4219 Manor Drive, Stroudsburg, PA 18360

Phone - 570-992-6616 Fax - 570-992-5052

E-Mail Address - irishimages@hotmail.com

Give a summary (25 word) description of the agency's mission (use SECA description if applicable)

Burnley is organized for charitable and educational purposes and to carry out programs of habitation or rehabilitation for individuals with disabilities. The program for the community integration and empower participants to achieve the fullest vocational an economic development possible.

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.
- 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**

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

