



## 2019 VtSHARES Campaign Application Instructions

### Vermont State Employees Charitable Appeal

VtSHARES is a workplace giving campaign which offers Employees with the State of Vermont to designate payroll deduction donations to specific nonprofit organizations here in Vermont.

#### **HOW TO APPLY AS A NONPROFIT (New and Renewals)**

Please read the eligibility criteria listed in the applications to see if your nonprofit qualifies. The campaign includes only those nonprofits based in Vermont, who have a physical presence and provide direct services to Vermonters.

Please read the application thoroughly and carefully. All attachments **must** be labeled as stated in the instructions in order to be accepted. **The application and all attachments must be saved in ONE pdf file by Nonprofit Name, (example file name: AWARE-APP.pdf) and be emailed in PDF format to your umbrella contact** (see below for list of Umbrellas).

The VtSHARES Committee will not accept paper applications.

VtSHARES Applications:

- The 2019 VtSHARES Campaign **New Nonprofit Application** is for organizations new to VtSHARES or who did NOT participate in VtSHARES in 2018. If you are filling out the New Nonprofit Application, you will need to complete **Attachments A & B** as well as fill out the online **50 Word Nonprofit Description form**.
- The 2019 VtSHARES Campaign **Nonprofit Renewal Application** is for organizations which were approved and participated in the 2018 VtSHARES Campaign. If you are filling out the VtSHARES Nonprofit Renewal Application you will need to complete the online **50 Word Nonprofit Description form**.
- The 2019 online **50 Word Nonprofit Description form** is for all organizations applying to be a part of the VtSHARES campaign. The description is public facing and will be what your potential donors will see on the [VtSHARES site](#). To complete the form please select the Umbrella below that your organization will be applying under.
  - [United Way of Addison County](#)
  - [Green Mountain United Way](#)
  - [United Way of Northwest](#)
  - [United Way of Lamoille](#)
  - [United Way of Rutland](#)
  - [United Way of Windam](#)



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**Becoming a part of the VtSHARES Campaign will not limit your fundraising activities, but we do ask that your organization does not knowingly solicit State employees.**

#### **NOTIFICATIONS**

After review of your application by the VtSHARES Campaign Committee you will be notified via email of your application status. The review process and notification occurs in the month of May or June.

#### **Primary and Secondary Applications and**

#### **Umbrella Organizations in Vermont**

A Nonprofit may apply to be listed under more than one county on the VtSHARES online directory if the organization serves Vermonters in multiple counties in the state. Listing under multiple counties may mean that the organizations could receive VtSHARES Campaign funds disbursed from multiple Umbrella organizations.

For organizations whose service area includes multiple counties, the Primary Application is submitted to the county where the Nonprofit's headquarters resides.

For example, if the main office is in Barre but some service occurs in Burlington and Middlebury, the Primary Application would be submitted to Green Mountain United Way and Secondary Applications would be submitted to the United Way of Northwest Vermont and United Way of Addison County.

To submit a Secondary Application, the Nonprofit must select the "SECONDARY APPLICATION" checkbox at the top of the Application and email it to the contact at each VT Umbrella that it is requesting to be listed under.

The following page has a list of VT Umbrella Organizations and contact information within Vermont.



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#### **Umbrella Organizations and Contact by County**

<b>County or Counties</b>	<b>Umbrella Name and Contact Information</b>
<b>Addison County</b>	<b>United Way of Addison County</b> 48 Court Street PO Box 555 Middlebury, VT 05753 Contact: Amy Barr Phone: 388-7189 Email: <a href="mailto:amy@unitedwayaddisoncounty.org">amy@unitedwayaddisoncounty.org</a>
<b>Caledonia County, Essex County, Orange County, Orleans County, Washington County, Windsor County</b>	<b>Green Mountain United Way</b> 73 Main Street - Ste 33 Montpelier, VT 05602 Contact: Beckie Blouin or Carrie Stahler Phone: 613-3989 Email: <a href="mailto:vtshares@gmunityway.org">vtshares@gmunityway.org</a>
<b>Chittenden County, Franklin County, Grand Isle County</b>	<b>United Way of Northwest Vermont</b> 412 Farrell Street, Suite 200 South Burlington, VT 05403 Contact: Cari Kelley Phone: 861-7851 Email: <a href="mailto:cari@unitedwaynwvt.org">cari@unitedwaynwvt.org</a>
<b>Lamoille County</b>	<b>United Way of Lamoille County</b> 20 Morrisville Plaza, Suite B Morrisville, VT 05661 Contact: Jim Curran Phone: 888-3252 Email: <a href="mailto:jim@uwlamoille.org">jim@uwlamoille.org</a>
<b>Rutland County Bennington County</b>	<b>United Way of Rutland County</b> 88 Park Street Rutland, VT 05701 Contact: Caprice Hover, ED Phone: 773-7477 Email: <a href="mailto:caprice@uwrutlandcounty.org">caprice@uwrutlandcounty.org</a>
<b>Windham County</b>	<b>United Way of Windham County</b> P.O. Box 617 - 1 Holstein Place Brattleboro, VT 05302 Contact: Kara Orfanidis Phone: 257-4011 X112 Email: <a href="mailto:kara@unitedwaywindham.org">kara@unitedwaywindham.org</a>