



2022 VtSHARES Campaign Application Instructions

Vermont State Employees Workplace Giving Campaign

VtSHARES is a workplace giving campaign which offers State of Vermont employees 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).

VtSHARES Applications:

- The 2022 VtSHARES Campaign **New Nonprofit Application** is for organizations new to VtSHARES or who did **NOT** participate in VtSHARES in 2021. 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 2022 VtSHARES Campaign **Nonprofit Renewal Application** is for organizations which were approved and participated in the 2021 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 2022 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 below link to the Umbrella that your organization will be applying under.

United Way of Addison County If your headquarters is located in Addison County .	United Way of Lamoille If your headquarters is located in Lamoille County	United Way of Windham If your headquarters is located in Windham County
United Way of Northwest If your headquarters is located in Chittenden, Franklin, or Grand Isle Counties	Green Mountain United Way If your headquarters is located in Caledonia, Essex, Orange, Orleans, Washington, or Windsor Counties	United Way of Rutland County If your headquarters is located in Bennington, or Rutland Counties

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 of Vermont employees.



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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.

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. For organizations whose service area includes multiple counties, the application should be 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 application would be submitted to Green Mountain United Way. We are no longer requiring nonprofits to submit secondary applications.

Umbrella Organizations and Contact by County

County or Counties	Umbrella Name and Contact Information
Addison County	United Way of Addison County PO Box 555, Middlebury, VT 05753 Contact: Erin Reed Phone: 802-388-7189 Email: erin@unitedwayaddisoncounty.org
Caledonia County, Essex County, Orange County, Orleans County, Washington County, Windsor County	Green Mountain United Way 652 Granger Rd, Barre, VT 05654 Contact: Beckie Blouin Phone: 802-613-3989 Email: vtshares@gmunitedway.org
Lamoille County	United Way of Lamoille County 20 Morrisville Plaza, Suite B, Morrisville, VT 05661 Contact: Clarissa French Phone: 802-888-3252 Email: clarissa@uwlamoille.org
Chittenden County, Franklin County, Grand Isle County	United Way of Northwest Vermont 412 Farrell Street, Suite 200, South Burlington, VT 05403 Contact: Cari Kelley Phone: 802-861-7851 Email: cari@unitedwaynwvt.org
Bennington County, Rutland County	United Way of Rutland 88 Park Street, Rutland, VT 05701 Contact: Ashley Bride Phone: 802-773-7477 Email: ed@uwrutlandcounty.org
Windham County	United Way of Windham County P.O. Box 617 - 1 Holstein Place, Brattleboro, VT 05302 Contact: Kara Orfanidis Phone: 802-257-4011 X112 Email: kara@unitedwaywindham.org