

United Way of Benton and Franklin Counties  
COMMUNITY SOLUTIONS INVESTMENT AND FUNDING APPLICATION PROCESS  
Frequently Asked Questions and Answers

1/4/12

**#1Q. What was the rationale behind the selected set of outcomes United Way will fund?**

- A. Education, health, safety and self-sufficiency were identified as community priorities for Benton and Franklin Counties by over 200 community leaders through a region-wide health and human service planning process. The United Way Board of Directors listened and made the decision to invest funding in the same community priorities.

**#2Q. Is there a predetermined number of organizations or programs United Way will fund?**

- A. No, there is not a predetermined number of organizations or programs United Way will fund. We anticipate that there will be more applications than what we are able to fund during this funding cycle. It does not mean that programs that are not selected for funding do not provide valuable services or that they are not important to our community. Instead, difficult decisions have to be made in this competitive process.

**#3Q. What type of program or services will United Way most likely fund?**

- A. An applicant organization must meet the eligibility requirements outlined in the “Community Solutions Investment/Funding Guidelines and Application Process” document. In addition, the proposed program must be able to demonstrate alignment with the long-term Community Solutions Plan outcomes United Way has selected to fund.

**#4Q. What will be the size of the grants?**

- A. No decisions about the size of the grants have been made, except that the minimum grant amount will be \$10,000. The reason behind the minimum grant size is that the Board of Directors would like to see more comprehensive and integrated program designs, and avoid applications for fragmented and narrowly focused programs.

The Board has also established a funding range for each of the four outcome areas. They took into consideration United Way’s funding history, and balanced that with what was identified by the Community Solutions Plan. The ranges also allow some flexibility depending on the types and quality of applications we receive.

**#5Q. Is there a maximum number of applications an organization can submit?**

- A. An eligible organization can submit up to three program proposals. We believe that an organization should only apply to provide services based on their core competencies. They must be able to deliver services that provide maximum benefits to consumers that are not easily matched by competitors. These fundamental core competencies should also involve the ability to deliver tangible long-term community outcomes through a comprehensive and integrated program design.

**#6Q. What is United Way’s funding cycle?**

- A. United Way is currently seeking applications for a two-year funding cycle beginning July 1, 2012 and ending June 30, 2014.

**#7Q. Who will be reviewing the applications?**

- A. Approximately 15 United Way Board Members will be asked to participate in the application review process and will make funding recommendations to the Board of Directors. These individuals have been actively involved with the Community Solutions planning process, along with over 200 other community leaders.

**#8Q. Are there minimum requirements organizations have to meet in order to apply?**

- A. In order to be eligible to apply for United Ways' Community Solutions Investment Funding, an organization *must* meet all the following criteria:
  1. Be a 501(c)(3), not-for-profit organization;
  2. Provide health and human services to residents in Benton and Franklin Counties;
  3. Be registered with the Washington State Secretary of State as a charitable organization;
  4. Have an active board of directors that meets with a quorum at least quarterly;
  5. Have a non-discrimination policy;
  6. Certify annual compliance with the U.S. Patriot Act;
  7. Have a Financial Audit, performed annually by an external independent auditor who is a certified public accountant, licensed with Washington State and in good standing and conducts the audit in accordance with auditing standards generally accepted in the United States of America, if the organization has gross revenues of \$250,000 or more per year; OR have a Financial Review, performed annually by an external independent auditor who is a certified public accountant, licensed with Washington State and in good standing and conducts the review in accordance with auditing standards generally accepted in the United States of America, if the organization has gross revenues of less than \$250,000 per year, and has not been audited;
  8. File a Form 990 with the Internal Revenue Service annually if gross receipts exceed \$25,000, or file a Form 990-N Electronic Notice (e-postcard) annually if gross receipts are at or below \$25,000 (unless a 990 or 990-EZ was completed);
  9. Provide a copy of most recent balance sheet and income/expense statement reviewed by board of directors;
  10. Submit an application that aligns with the outcomes, as outlined in the Community Solutions Plan and as targeted for funding by the United Way of Benton and Franklin Counties;
  11. Request no less than \$10,000 in funds for each year of the two-year program period (7/1/12-6/30/14) specifically for the delivery of services and achievement of outcomes, and not for capital projects. No more than 3 program applications will be accepted.

**#9Q. What other factors will be considered during the application review and selection process?**

- A. In order to be good stewards of investor dollars and to ensure service provider accountability, applications are evaluated based on information provided on organizational governance, financial accountability, program design and responsiveness, program cost effectiveness and relevant experience. The same criteria are applied to all applications to achieve a fair and equitable decision process.

**#10Q. Will agencies currently funded by United Way be given a priority or preference?**

- A. Organizations that previously operated successful programs funded by United Way will be recognized during the application evaluation process.

**#11Q. Will attachments be considered?**

- A. The only attachments that will be accepted are: the organization's most recent balance sheet and income/expense statement reviewed by the Board of Directors; the organization's most recent financial audit – if the organization has \$250,000 or more in gross revenues; or, the organization's most recent financial review – if the organization has less than \$250,000 in gross revenue.

**#12Q. Will United Way fund 100% of a program?**

- A. It is United Way's expectation that funded programs will leverage resources from non-United Way sources. United Way feels strongly that all resources should be identified and structured in a manner that results in maximum effectiveness and efficiency in meeting community needs.

**#13Q. Will there be an opportunity for interviews or presentations?**

- A. No, we strongly encourage applicants to describe the proposals as thoroughly as they can in the application.

**#14Q. Is there a way to revisit the funding decision made by the United Way Board?**

- A. The funding decisions made by the Board of Directors are final.

**#15Q. What kind of reports will be required from the funded programs?**

- A. Funded service providers will be asked to periodically (usually every six months) submit information on progress they have made in achieving their program goals. United Way required reports are brief and reasonable. It is important to know about program successes so we can celebrate and report them to the community.

**#16Q. When will funding decisions be made?**

- A. Funding decisions will be made at the end of May. All applicants will be notified by June 1, 2012.