

FUNDING APPLICATION GUIDELINES



Process

All applications must be submitted online through our grant software, e-C IMPACT found <https://agency.e-cimpact.com/login.aspx?org=07100F>.

Contact United Way of Mesa County at impact@uwmesacounty.org for login information. All potential applications are strongly encouraged to discuss their agency, program, and grant proposal with United Way staff before beginning the application process. Incomplete applications will not move forward into the review process. **The application window will open on November 1, 2021 and grant applications are due by 5:00pm on December 15, 2021.**

All Grantees Must:

1) Impact one or more of our Investment Areas:

- Self-Reliance & Basic Needs
- Health & Wellness
- Education & Family Stability

2) Incorporate at least one of our Guiding Principles:

- Accessibility and outreach to the underserved: programs that increase access to services for under-served populations.
- Service coordination: programs that collaborate and coordinate their efforts, providing a comprehensive plan for clients requiring multiple services.
- Community participation: programs that promote community participation, volunteerism and advocacy
- Prevention through early intervention: programs that employ proactive approaches to prevent chronic or long-term problems from developing.

3) Produce measurable results.

Grantees must define outcomes, collect and analyze program data, report results.

4) **Demonstrate administrative effectiveness.** Make the best use of resources available to the organization.

Help Sessions

We are happy to assist you in any questions you may have with your grant submission. In-person and Zoom help sessions will be offered on the following days.

November 4, 10:00am-11:00am – Grant Application Orientation and Overview

- <https://us02web.zoom.us/j/85381730804>

November 22, 4:00pm-5:00pm – Grant Submission Help - <https://us02web.zoom.us/j/84861371663>

December 6, 10:00am-11:00am – Grant Submission Help - <https://us02web.zoom.us/j/82022545578>

February 8th 10:00am-11:00am – Planning for an Effective Site Visit

- <https://us02web.zoom.us/j/85626135348>

Please call the office at 970-243-5364 or email impact@uwmesacounty.org with questions.

**** Deadline ****

Program Funding applications **must be completed and submitted via e-C Impact no later than 5:00 PM Friday, December 15, 2021.**
No late applications will be accepted.

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Investment Areas of Focus

United Way of Mesa County is a community-driven organization. Annual fundraising is conducted through employee campaigns, direct mail solicitation, and special events for the purpose of helping to meet the health and human service needs of the residents of Mesa County.

Health

Outcomes expected: people are connected to regular, quality health services, including mental health and substance abuse treatment.

Examples: direct healthcare, awareness through education.

Education

Outcomes expected:

a) Educational Supports: children and youth have the skills and support needed to achieve academic milestones.

Examples: school readiness, grade level reading by 4th grade.

b) Family Stability: households have access to supports and training so they can thrive as a family. Examples: parenting programs, non-academic youth success programs.

Self-Reliance

Outcomes expected: residents have access to resources and services in times of crisis to help maintain and improve their stability.

Examples: family supports, legal services, literacy programs.

Basic Needs

Outcomes expected: community members can meet their basic needs of food or housing.

Examples: food pantries, shelters.

Programs providing those services compete for funding available on the basis of community need, quality management practices, collaborative efforts, and evidence of measurable results.

The Grant-Making Process

The decision of how much funding a program receives through United Way is made entirely by community volunteers. The process begins with a review of financial documents by a panel of volunteer CPAs who evaluate the financial stability of each organization. Next, Allocation Panel volunteers review funding applications submitted and make site visits to each program. The volunteers ensure that community needs are addressed and that donors' gifts will be used effectively. The Panel's final responsibility is to make funding recommendations to the United Way Board of Directors for approval. Award notification will be made in May and grants are paid out on a quarterly basis beginning July 1. While it will be the intent of United Way to have quarterly payments be the same for each of the two years, this will be contingent on fundraising and campaign efforts. In addition, all grant recipients must fill out an interim report and present to an Allocation Panel after the first year of the grant and notify the organization of any changes in operations or proposed change in use of grant funds.

Real Change

*What difference will this program make in your clients' lives? In the grant section, **Program Outcomes and Evaluation**, you are asked to provide measurable outcomes that you expect participants in the program to experience. Remember, outcomes are changes in client knowledge, attitude, behavior, skills, values, condition or status. The program must also have effective evaluation tools and methods in place, addressing both the quantity and quality of services provided.*

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Priority Areas of Need

In addition to responding to basic needs of food and shelter programs, allocable dollars will be targeted toward priority areas of health and human service needs as established by a community assessment. Currently, those needs are identified as:

Health Care: *improving access to affordable healthcare for low income and un/underinsured, including access to mental health treatment and coverage for co-pay assistance.*

Urgent and Basic Needs: *programs aiding in immediate needs of temporary shelter and emergency food.*

Education: *programs providing direct supports for children to achieve academic milestones*

Required Documents

Applicants will be required to submit the most current and available versions of the following:

Agency Budget

Program Specific Budget

Most Recent Audit, Review, or Compilation

Most Recent 990 Tax Filing

Board Roster

Certificate of Good Standing

Agency's Organizing Document (i.e. Articles of Incorporation)

501(c)3 Determination Letter from the IRS

By-Laws

Non-Discrimination

United Way Does Not Fund:

- *Capital projects*
- *Services which are primarily religious or political in nature*
- *Formal education*
- *Environmental Issues*
- *Lobbying*

Site Visit

It can be difficult to describe the scope of your program's impact on people's lives simply through the written word, no matter how eloquent the grant writer. The United Way fund allocation process includes a visit to see your program in action and perhaps hear from some clients, as appropriate. Between careful review of the written application information presented and further evaluation at the site visit, panel volunteers hope to get a complete picture of your program, the needs being addressed, and the level of appropriateness for United Way funding. If you are a first-time applicant, you are strongly urged to attend the site visit training offered by United Way—details on page one.

Dollar Range

Grants typically ranged from funding \$1,500 to \$16,000 annually but all requests are carefully reviewed. Demonstration of leveraging United Way funds with other income sources can be beneficial for Allocation Panels to see.

Examples of recent grants

- *\$10,490 for a program providing emergency food boxes*
- *\$11,427 for counseling services to low income residents of Mesa County.*
- *\$4,000 for legal referral services, for low income residents, prioritizing domestic violence.*