

United Way of Ogle County
Agency Allocation Packet
FY18

When filling out the grant narrative, follow the directions carefully. Do not include letters of support or any other documentation. The Impact Committee will not include them in the evaluation of your application.

Overview

United Way

United Way fights for the education, health and financial stability of every person in every neighbourhood by mobilizing community resources through a collective impact model. LIVE UNITED® is a call to action for everyone to become a part of the change.

United Way of Rock River Valley (UWRRV)

United Way of Rock River Valley is a not-for-profit corporation serving Winnebago and Ogle Counties. The organization is locally controlled and governed by a volunteer Board of Directors, charged with controlling the business affairs of the corporation and establishing policies to oversee financial activities, grant allocation procedures, and long-range planning. The President and CEO of United Way of Rock River Valley is responsible for executing the policies and procedures established by the Board of Directors, leading the activities of the staff, and administering the affairs of the organization.

United Way of Ogle County (UWOC)

United Way of Ogle County is a satellite organization of UWRRV that has an independent staff person, Advisory Board, campaign and allocation process. The mission of UWOC is to unite the Ogle County community to seek solutions for its most critical needs. Grant allocations are determined by the Ogle County Grant Allocation Committee and approved by the UWRRV Board of Directors.

Grant Allocations

United Way of Rock River Valley works to ensure people in Winnebago and Ogle Counties receive the support services they need in the areas of Education, Income, and Health. Grant allocations are based on the success of United Way fundraising efforts and are made on a two-year funding basis.

Grant Allocation Eligibility

Through United Way Staff, Board, and Volunteer oversight, United Way is consistently aware of developing community needs and looks for programs best able to respond to those needs. United Way considers grant requests from not-for-profit agencies for programs that align with our Strategies for the Common Good and demonstrate significant community impact in the areas of Education, Health, and Income.

Unless otherwise directed by the Board of Directors, the grant process will be open and competitive.

Eligibility for Grant Allocations

In order to be eligible for grant allocations from United Way, nonprofit agencies must:

- Be in operation and providing services in Ogle County for at least five years.
- Conduct an annual audit by an independent auditor and submit an audit to United Way of Rock River Valley on an annual basis.
- Annually submit a letter of good standing from the Illinois Secretary of State.
- Annually submit a Federal 990 and the Illinois 990AG.
- Have an active, local Board of Directors comprised of nonpaid volunteers who meet at least quarterly.
- Maintain an annual operating budget.
- Agree to United Way's Memorandum of Understanding.
- Comply in a timely manner to a request from United Way for information.
- Complete United Way's mid-term and final reports.
- Have no outstanding mid-term or final reports.

Ineligibility for Grant Allocations

Agencies that provide programs or services described below are ineligible for funding:

- Are primarily political in nature.
- Provide programs or services limited solely to the members of a particular religious group. A program run by an agency with a religious affiliation may be granted funds, but only if the program is not religion-based and grant allocation funds are clearly not used for religious activities.
- Exist solely as a forum for the presentation of cultural and/or artistic achievements.
- Provide only direct medical services such as hospitals, outpatient clinics, neighborhood health centers and other health service delivery systems. This does not prohibit the funding of programs that provide supportive and ancillary health services for specific client populations.
- Provide primary services that are the mandated responsibility of a governmental organization that serves the entire community.

Review and modification of these standards may be made at the discretion and approval of the United Way of Rock River Valley Board of Directors.

Sliding Fee Scale

It is the policy of UWRRV that any programs funded with United Way grant allocations cannot deny services based on its participants ability to pay any or all of the fees or cost for service. Each organization must establish a realistic fee schedule and cost explanation, based on the full cost of the services and the clients' ability to pay for services. Grant allocation funds provided by United Way are not intended to subsidize service for program clients who are able to meet a reasonable charge for the services rendered.



United Way
of Ogle County

Requirements

In order to be considered for a grant from United Way you must submit the following with your grant application to Paul Nolley, Community Impact Manager, no later than 5:00pm on January 13, 2017.

- Your organization's last closed fiscal year audit
- A Letter of Good Standing from the Illinois Secretary of State
<http://www.northwestregisteredagent.com/illinois-certificate-good-standing.html>
- A list of your current Board of Directors (include Directors' place of employment)
- Your organization's most recent Annual Report
- A copy of your Federal 990
- A copy of your State 990AG
- United Way's MOU signed by Executive Director and Agency Board President.

See page 9.



United Way
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Grant Application

Explanation of the Application

This Grant Application Form consists of three sections.

Section I is a cover sheet that asks for general information about your agency and your request.

Section II is a narrative. It consists of a series of questions that are designed to allow you to accurately describe what issue your program is trying to solve, how the program operates, what population your program addresses, what outcomes you will be measuring, and who you will use as collaborating partners. **You must keep your narrative to four (4) pages, single spaced.**

Section III is a financial report that provides an accounting of your revenues and expenses.

The financial report is available on our website as an Excel worksheet. The worksheet should be completed and turned into United Way in hard copy with your application and other required documents.

The report is to be signed by both the Executive Director and the Board President. If you have questions regarding the completion of the form contact Paul Nolley, Community Impact Manager at 815-986-4814 or nolley@unitedwayrrv.org

Deadline for submittal is **5:00pm on Friday, January 13, 2017**. Submissions must be in hard copy and mailed or dropped off in person to United Way's office. No electronic submissions will be accepted.

Mail or deliver applications to:

United Way of Rock River Valley

Attn: Paul Nolley

612 N. Main Street, Suite 300

Rockford, IL 61103

I. Grant Application Cover Sheet

A. Organizational Information

Organization _____

Address _____

Phone _____ Fax _____

Email _____

Executive Director _____

Contact Person (if other than Executive Director) _____

Contact Email _____

Board Chair _____

Address _____

City, State, Zip _____

Board Chair. E-mail _____

B. Grant Information

Name of Program _____

Amount of Request _____

Brief Description of Program _____

Brief Description of Program Goals & Outcomes

II. Grant Application

Please respond to the following questions in a report format. Limit your total narrative to a maximum of four (4) pages, single spaced.

1. Give a description of the problem in our community your program is trying to solve. Please be concise.
2. How long has this program been in existence?
3. Where will the program be located?
4. How does the program operate? How will services be delivered?
5. What population will the program serve? Please list the percentage of low-income persons being served by your program. Include the gender and ethnic breakdown of whom your program will serve. Visit www.aspe.hhs.gov/poverty-guidelines for the most recent official poverty guidelines.
6. If this is a program that was implemented before, please list the program outcomes. Additionally, please provide a brief success story (do not use real client names).
7. List the specific outcome(s) your program will achieve. How will you measure your outcome(s)? **You must use at least one of the measurements from United Way's Strategies for the Common Good to describe your impact.** See page 8 for more information.
8. If approved, funding for this program will be for two years. What is your long-term goal for this program's sustainability?
9. Is this program a collaborative effort? If so, who are your partners and what is their role in the program?
10. Is there anything else we should know about this program?

United Way's Strategies for the Common Good

At least one of the following Strategies must be used as a measurable outcome of any program funded by United Way of Rock River Valley.

Education Programs

Quality education helps youth and adults achieve their full potential. When used to measure grant program outcomes, these measurements should illustrate an improving trend in:

- Number of children ready for kindergarten
- Number of children reading at grade level by the end of 3rd grade
- Numeracy skills in grade school and middle school
- High school readiness
- High school graduation rate
- Number of adults receiving and successfully completing literacy training

Income Programs

Financial stability promotes independence. When used to measure grant program outcomes, these measurements should illustrate an improving trend in:

- Number of adults receiving and successfully completing GED or High School Equivalency
- Number of adults receiving and successfully completing certification or other job skills program
- Number of adults finding employment
- Number of adults gaining literacy skills, legal services, re-entry services, or re-settlement services in order to resolve obstacles impeding financial independence

Health Programs

Prevention, intervention, and education lead to health and wellness. When used to measure grant program outcomes, these measurements should illustrate an improving trend in:

- Number of mothers and babies receiving maternal health and infant well-being services
- Number of seniors receiving health and well-being services
- Number of families receiving basic need services – food, shelter, clothing
- Number of individuals receiving mental health services
- Number of individuals (children and adults) receiving life-skill training

Memorandum of Understanding FY2018 & FY2019

In order to be considered for a United Way grant, you must sign and submit this MOU with your grant application. This will expedite the United Way grant allocation process.

The United Way of Rock River Valley, Inc. (United Way) and

_____ (Partner Agency) enter into this Memorandum of Agreement for Fiscal Year 2018 (7/1/17 to 6/30/18) and Fiscal Year 2019 (7/1/18 –6/30/19).

Both Partner Agency and United Way are committed to improving the quality of life within the Rock River Valley. Both agree that by joining together as partners in a voluntary, community-wide effort, resources can be mobilized to deliver efficient and effective human service programs related to current needs. The following provisions must be reviewed and agreed to by both the Agency Director and the Agency Board President in order to maintain the Partner Agency's relationship with the United Way.

1. Legal Requirements:

- A. Secure and maintain a 501 (c) (3) tax exempt status in accordance with the Internal Revenue Code.
- B. Comply with Title II and VI where applicable and Title VII of the Civil Rights Act of 1964.
- C. Provide documentation including a board roster that shows the agency is managed under the supervision of a voluntary board of trustees or other administrative committee that determines policy and meets at least four times a year.
- D. Furnish an annual audited financial statement accounting for all funds in which the agency has interest within 30 days of the completion of the final audit report, but in any event, no later than the last day of the sixth month following the end of the Partner Agency fiscal year.
- E. Make timely filing of IRS Form 990 and the Annual Illinois Attorney General Report for charitable organizations and provide copies of both documents to United Way.

2. To achieve the objectives, both parties agree to:

- A. Recognize the need for full accountability to the donors contributing to United Way of Rock River Valley.
- B. Continuously conduct a public relations effort to promote understanding of community issues and support for United Way funded programs and initiatives.
- C. Comply with relevant policies and procedures adopted by the United Way Board of Directors.
- D. Agree to give United Way full access to agency information, excluding confidential client data and to furnish beneficiary data as requested annually.

- E. Operate program in accordance with the budget approved by the United Way and maintain financial record keeping structured in conformity with sound business practice.

3. United Way of Rock River Valley agrees to:

- A. Conduct an annual community-wide fundraising effort to effectively and proactively develop financial resources to meet community needs or appropriately build on community assets.
- B. Assess human service needs and assets, establish priorities, seek solutions, foster cooperation and coordination, and focus efforts to achieve documented and measurable impact.
- C. Direct resources to maximize the effective delivery of needed services to maximize impact in the community.
- D. Provide year-round trainings in the areas of outcomes measurement, reporting impact and orientation to the United Way grant process.

4. The Partner Agency agrees to:

- A. Adhere to all guidelines set forth in the United Way of Rock River Valley *Grant Allocation Policy and Procedure Manual* and specifically the fundraising policies in section 5.0. This manual can be found at www.unitedwayrrv.org.
- B. Make optimal use of resources in meeting the needs of its target population and the community it serves.
- C. Develop full accountability for its operations and comply with all reasonable reports and requests for information, including client, budgetary, operational and program information in a timely manner.
- D. Recognize and respect United Way's responsibility to modify funding patterns in response to changing community needs in order to maximize benefits to the community.
- E. Clearly identify itself to community, clients and friends as "A United Way Partner Agency" by the display of this statement and a United Way logo on all distributed print materials, websites, broadcast, billboards and other audio-visual materials, in all news releases and press contacts, and at the organization's offices and other locations.
 - **"All distributed print material," includes, but is not limited to, fund-raising materials, special event invitations and programs and annual reports.**
- F. Actively support collaborative approaches in creating solutions for the community's most pressing human service issues.
- G. Actively support and participate in United Way's annual campaign by providing speakers, data, and other information as requested to assist in fundraising efforts.
- H. Adhere to Agency Speaker Guidelines as set by the United Way Relationship Management Team.
- I. Conduct an internal United Way campaign at the organization and report results to the United Way no later than December 31, of the current fiscal year.
- J. Keep United Way well-informed on current operations, programs and services, problems, and contemplated operating and capital changes.
- K. Recognize that United Way of Rock River Valley's grant process will remain open, competitive and transparent. Therefore, all material submitted to United Way for funding may be viewed by or shared with third parties. Also, all written reviews of grant proposals by United Way volunteers, including comments, aggregate scores, listings of strengths and weaknesses, and reviews or comments on data provided, may be released to donors, news media, or other stakeholders.

United Way of Rock River Valley reserves the right to withhold program funding should a partner organization fail to comply with one or more terms of this agreement. Program funding may be withheld until discussion between the organization and United Way resolves the non-compliance issue(s).

This Memorandum of Agreement is entered into for
Fiscal Year **2018 (July 1, 2017 – June 30, 2018)**
and
Fiscal Year **2019 (July 1, 2018 – June 30, 2019)**

Approved for:

Organization Name

By: _____
Organization Executive

Date: _____

By: _____
Board President

Date: _____

Approved for:

United Way of Rock River Valley, Inc.

By: _____
President & CEO

Date: _____