

**FUNDING**  
**United Way of the Greater Chippewa Valley (UWGCV)**  
**FREQUENTLY ASKED QUESTIONS**

**GENERAL INFORMATION**

**1. Where can I find the grant application?**

Grant applications will be available at [www.uwgcvc.org/funding](http://www.uwgcvc.org/funding) on July 1, 2017.

**2. When are grant applications due?**

Electronic and printed submissions of the application are due in the UWGCV office by noon on Friday, September 1, 2017. Please note: Any application materials received after the deadline will not be eligible for review. If any section of the application is incomplete or if signatures are missing on the application, this will be reflected in the final score. In order for your application to be considered “complete,” you must:

- Answer all questions,
- Provide all attachments,
- Submit the electronic version of the application (Word & PDF), the budget (Excel spreadsheet), and all attachments (pdf documents that you create), and
- One printed, signed version of all of the above (the lead organization, the fiscal agent and all collaborative partners must sign the application).

**3. What is the focus of UWGCV’s funding?**

UWGCV is focused on community impact through Health, Education, Financial Stability and Basic Needs. Detailed information is available on our website at [www.uwgcvc.org/funding](http://www.uwgcvc.org/funding).

**4. Who can apply for funding?**

The process is open. All eligible community programs are invited to submit a proposal that meets the guidelines addressed in the Request for Proposals (RFP).

**5. Will UWGCV fund my organization, as a whole, without specifying which program it will be used for?**

No. UWGCV will fund programs, not the organization as a whole. Funds must be designated to specifically support expenses related to a program. UWGCV grant requests may represent no more than 50% of the program’s budget for Chippewa and/or Eau Claire counties.

**6. Does submission of an application guarantee funding?**

No, submission of an application does not guarantee funding. Each application will be carefully reviewed for merit and alignment with the outcomes and/or eligible services defined for the applicable Initiative.

**7. How will our program know which application to submit?** For this grant cycle, there are four (4) applications:

- Health
- Education
- Financial Stability
- Basic Needs

Programs are advised to read through the applications to see what best aligns with your goals.

## PROCESS

### 8. What is the overall application process and timeline?

<b>Grant application posted at:</b> <a href="http://www.uwgcv.org/funding">www.uwgcv.org/funding</a>	July 1, 2017
<b>Grant Information Meeting</b> *This is not a mandatory meeting, but attendance is strongly recommended	Thursday, July 27, 2017 (3-5pm) <ul style="list-style-type: none"><li>Eagles Club in Lake Hallie</li></ul>
<b>Grant Help Sessions</b> Application information and assistance sessions (To be held at the UWGCV Office)  *Registration required	August 2 (9-11am) August 10 (2-4pm) August 14 (1-3pm) August 17 (9-11am) August 22 (2-4pm)
<b>Application deadline</b>	Friday, September 1, 2017 (noon)
<b>Grant Review Panels</b> *Applicants will be assigned a day and time	Health: October 19, 25 & November 3 Education: October 20, 23 & November 1 Financial Stability: October 18, 24 & November 2 Basic Needs: October 17, 27 & 30
<b>Funding decisions/notification</b>	January, 2018
<b>Grant funding begins</b>	July 1, 2018

### 9. Is there a pre-screening process?

No, there is no pre-application or intent to apply process affiliated with this grant cycle.

### 10. How do I submit an application to UWGCV?

Please submit according to the directions on the front of the application.

### 11. Do I have to submit a printed copy?

Yes. We require a printed version of the complete application and all attachments with original signatures for our files. (This will serve as a back-up in case there is a problem with the electronic submission).

### 12. Do I need to submit a separate application for each program I wish to have funded?

Yes.

### 13. If multiple applications are received for the same type of program, will only one be funded?

Not necessarily. Each application will be reviewed and decisions will be made based on the merits of that application, including the quality of services, ability to impact the target population described, and the ability to measure results. Multiple programs may be needed to achieve the desired outcomes. On the other hand, if two programs are competing to address the exact same population in the same way, it is possible that only one will be funded.

### 14. Who decides how grant funding is awarded?

The grant review process is conducted in a three part process. Applications are reviewed and scored by Application Review Teams. Financial documents are reviewed and scored by the Financial Review Team. If scoring minimum is met, programs will present to a Grant Review Panel, made up of Advisory Councils members. Advisory Councils will make recommendations to the Community Impact Committee, who considers the impact across all four initiatives. The Community Impact Committee makes recommendations to UWGCV's Board of Directors and the Board of Directors makes the final funding decisions. All of these roles are filled by volunteers.

**15. How does UWGCV avoid conflicts of interest during the review process?**

All volunteers who participate as part of the grant review process complete a “Conflict of Interest Form”. No volunteer will be on the review teams or any part of the decision-making process for an organization with which they have a conflict of interest.

**16. How many years is the funding cycle?**

The funding cycle is based on a 3-year period beginning July 1, 2018 to June 30, 2021.

**17. How often will our program need to report status and service statistics to UWGCV?**

At a minimum, each program will be required to submit outcome-related, demographic and other information on an annual basis as part of an Annual Progress Report (APR).

**18. When will approved programs begin receiving grant money?**

The funding period begins on July 1, 2018 and monthly installments will be transferred via direct deposit.

**COMPLETING THE APPLICATION**

**19. What is a fiscal agent?**

A fiscal agent is a person or organization that acts on behalf of another party, performing various financial duties. This may involve financial management responsibilities such as receiving and disbursing funds, producing financial reports, handling tax returns, and performing various other financial-related tasks. The fiscal agent will be responsible for grant-related financial reporting to UWGCV.

**20. Does the lead organization have to also be the fiscal agent?**

No. Either the lead organization or one of the collaborative partners may be the fiscal agent.

**21. Is collaboration required?**

Yes. You must include at least one collaborative partner on your application. Please see RFP for further details.

**22. Do my collaborative partners have to be 501(c)(3) charitable organizations?**

No.

**23. If I am a collaborative partner on someone else’s application, can my program also apply for funding?**

Yes, although the same collaborative activities for the same target population will not be double-funded.

**FUNDING AMOUNT**

**24. Is there a limit on the amount of grant money our organization can request?**

Although there are no specific limits for a grant request, please be aware of the following:

- The total available for grants in all four Initiatives is approximately \$1 million per year (currently distributed equally among the four areas). Note: annual allocations are dependent upon funds raised.

**25. Does my funding request have to be the same in each year?**

No. Your funding request may vary from year to year. For example: a start-up program may need more money in the first year, and then need less in the second year, and even less in the third year. Or, you may need a smaller amount in the first year for a pilot project, then more in the second and third years as the program is expanded.

**INFORMATION RESOURCES**

**26. Where do I find the materials related to the application?**

You will find the application and other related materials at [www.uwgcv.org/funding](http://www.uwgcv.org/funding).

**27. Where can I find information about the target population, shared outcomes, indicators, and strategies that guide funding in each of UWGCV's Initiatives?**

Detailed information is available on our website at [www.uwgcv.org/funding](http://www.uwgcv.org/funding).

**28. How can I get more information about completing the application?**

Grant Help Sessions are offered at the UWGCV Office. The same content will be delivered at each session, so applicants only need to attend one. A program may send more than one representative, but each person must register separately. Please register as soon as possible because seating is limited.

<p><b>Grant Help Sessions</b>          Application information and assistance sessions          (To be held at the UWGCV Office)</p> <p>*Registration required at <a href="http://www.uwgcv.org/funding">www.uwgcv.org/funding</a></p>	<p>August 2 (9-11am)          August 10 (2-4pm)          August 14 (1-3pm)          August 17 (9-11am)          August 22 (2-4pm)</p>
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Location Information:

- United Way of the Greater Chippewa Valley – 3603 N. Hastings Way, Suite 200, Eau Claire

**29. If I have questions, who should I contact?**

You should contact the director who manages the Initiative related to your questions:

Health	Nicole Rubenzer Director of the Community Health Initiative	<a href="mailto:nrubenzer@uwgcv.org">nrubenzer@uwgcv.org</a>
Education	Kari Stroede Director of the Successful Children's Network	<a href="mailto:kstroede@uwgcv.org">kstroede@uwgcv.org</a>
Financial Stability	Jessica Oleson-Bue Director of the Financial Stability Partnership	<a href="mailto:jolesonbue@uwgcv.org">jolesonbue@uwgcv.org</a>
Basic Needs	Contact any of the above Directors	

## **OTHER FINANCIAL**

### **30. How should I value in-kind volunteer time in my budget?**

United Way does not require you to use a specific dollar amount for valuing volunteer time. To estimate the value, you may use a dollar amount that would be charged to you if you had to pay for the services, or you may use guidelines provided by the state or IRS.

### **31. How should I enter in-kind contributions or services in my budget?**

In-kind contributions and/or services should be included in both the Revenue and Expenses sections of your budget. In the revenue section, enter in-kind contributions/services in the line item entitled, “In-Kind Contributions/Services.” In the Expenses section, in-kind contributions/services may be entered in the line item related to those expenses, but please include an explanation in the comment field. Alternatively, they may be included under “Other Expenses,” with an explanation in the comment field. Please do not include the value of volunteer hours in the “Salaries” line item (which is intended only for employee wages).

### **32. Why are there 4 applications?**

There is a customized application for each Initiative: Health, Education, Financial Stability and Basic Needs. Some of the questions and sections are different based upon the Initiative. Specific Outcome(s) and Indicator(s) are also imbedded in each of the applications.

### **33. How do I know if my program aligns with an Initiative?**

Programs must self-determine if their program aligns with a UWGCV Initiative. You will want to read through each Initiative to see if and where your program goals might best fit. For more information, programs may also access the Request for Proposal (RFP) and Community Action Plans on the UWGCV website at [www.uwgcv.org/funding](http://www.uwgcv.org/funding).

### **34. How should we answer application question #17 (question #16 on Basic Needs application) “Number of Individuals served (anticipated) annually by your program”?**

Since UWGCV funding contributes to the overall program funding, please project all people served (based on total program budget) in UWGCV’s service area on an annual basis. Directions are included in the table. If your service statistics are expected to change over the three-year period, please indicate the changes from year to year in application question #22 (question #17 on Basic Needs application).

### **35. Is there a grant application screening process once an application is submitted?**

Yes, each application is screened in or out by UWGCV staff based upon the following items:

- Submittal on time
- Application is appropriately signed
- Attachment A is complete
- UWGCV funding represents 50% or less of program funding
- There is at least one collaborative partner (they have signed the application)
- Program is measuring outcomes in accordance with Initiative requirements
- If applicable, Attachment H has been submitted

**36. What happens if a grant application is “screened out”?**

A grant application that does not meet the screening requirements does not continue in the process and will not be reviewed. Grant applicants screened out will be notified by UWGCV.

**37. What tools are used to screen, evaluate and rate program applications?**

UWGCV representatives will use the Application Screener, Application Review Team Evaluation Form, Financial Review Team Evaluation Form, and the Grant Review Panel Evaluation Form to screen, evaluate and rate your program’s application. Please see samples of these forms at [www.uwgcv.org/funding](http://www.uwgcv.org/funding) (available on August 1).

**38. Will all programs move to a Grant Review Panel?**

If a program application meets a required threshold after being reviewed by the Application Review Team and Financial Review Team, it will move on to a Grant Review Panel.

**39. What is expected at the Grant Review Panel?**

Grant Review Panels are composed of Advisory Council members. The Grant Review Panel provides a time for a program to talk with members of the Advisory Council about the merits of their grant application. UWGCV recommends that the program director be present for the Grant Review Panel; however, other program staff and/or board members may attend as the program chooses.

- Programs will be assigned a day and time to attend the Grant Review Panel for the Initiative that the application was submitted in (Health, Education, Financial Stability and Basic Needs).
- Grant Review Panels will be held at the UWGCV Office (3603 North Hastings Way - Suite 200).
- Each program will be provided a 30 minute time slot, with approximately 5 minutes to respond to each question.
- Programs will receive information on the panel in advance.
- Programs may not use technology (e.g. power point presentation), but may provide a one sided, one page handout.
- Programs will be asked to abide by their given schedule as other programs will also be presenting on that day. Starting and ending at given times will be required.

**40. If a program currently receives funding from UWGCV, will information from the Annual Progress Report (APR) be addressed in the application process?**

APR information or previous funding history may be addressed at the Grant Review Panel and/or the Initiative’s full advisory council when funding recommendations are determined.

**41. What is a Fiscal Partnership?**

A Fiscal Partnership is a collaborative partnership where there is a financial arrangement (e.g., two or more organizations share grant dollars to support clients). A Memorandum of Agreement (MOA) is required to be submitted to UWGCV for this type of partnership.

**42. Which UWGCV Directors will be at the Grant Help Sessions?**

The following staff will be present as noted, however all staff can address Basic Needs & provide support in all of the initiatives.

- August 2: Health & Education
- August 10: Health & Financial Stability
- August 14: Health, Education & Financial Stability
- August 17: Education & Financial Stability
- August 22: Health, Education & Financial Stability

**43. Is word count automatically calculated in the text boxes on the application?**

No, you will need to ensure that the count is accurate. Only text within the parameters will be reviewed.

**44. Is my citation included in the word count?**

Yes.

**45. How do I reference my citation?**

We do not have a specific style on how to cite sources; however, we do need to have enough information that the source can be verified.

**46. How much money can my program apply for?**

There is no formal limit set by UWGCV. However, there is one million dollars allocated annually, that is divided equally among the four initiatives.

**47. Will our program be notified if we do not meet the minimum threshold for the Grant Review Panel?**

Yes.

**48. Will applications be considered at a lower amount that requested?**

Yes.