



**United Way of Moscow / Latah County
2020 Application for Funding Packet**

This packet contains:

1. Application Guidance
2. Allocation Questionnaire
3. Financial Reporting Form
4. Allocation Reporting Form
5. Whistleblower Policy

Please return:

1. Completed Application for funding, including Allocation Reporting Form if previously funded
2. Signed member agency agreement
3. **Verification** of annual audit
4. **Verification** of most recent 990 filing, or financial review
5. **Verification** of current 501c3 certification
6. Current Board of Directors list

Please read carefully as items have changed this year. Provide verification in writing, full documents may be requested during the application review. Complete packet and email to: unitedway@moscow.com

Please return via email by May 3, 2019.

Agency presentations will be tentatively scheduled for May 20 & 21, 2019 at Inland Northwest Broadcasting, 1114 N Almon Street. You will be notified of your scheduled time after the United Way receives your application

Each agency is allotted a 15-minutes to present their request. The first 10 minutes, the agency will discuss the direct impact their organization has on the quality of life for people living in Moscow and Latah County (number of people served and how that created long-term positive outcomes). The remaining 5-minutes, the Committee will conduct a question & answer session to develop a broader understanding of the activities of your organization. PowerPoint is not required, but if you would like to, please bring your own laptop.

We are excited to learn about the great work you are doing in Moscow and Latah County. If you have questions, please contact the United Way office at (208) 882-3474.

2020 Application Guidance

Our Belief:

At its core, United Way of Moscow/Latah County believes people are connected and interdependent. When we reach out a hand to one, we influence the condition of all. We all win when a child forms healthy attachments through a loving family, when they succeed in school, graduate and make a successful transition to adult responsibilities. We all win when families are financially stable, when people have good health, and when people are engaged and connected. We all win when people have transportation to pursue education, access medical services and work. Through our role as convener, facilitator and advocate, our goal is to create long lasting change by addressing the underlying causes of problems. This belief forms the foundation for our strategies for education, income, and health.

The United Way of Moscow/Latah County Board of Directors approved the following initiative strategies. Special consideration will be given to programs that specifically advance these strategies:

Health: physical, mental dental and lifestyle health; attention on prevention or systems change; healthy behaviors to improve outcomes.

Education: support early childhood education, school age, middle and high school youth as well as continuing education for adults; promote learning concepts for parents and high-risk youth

Income: address Asset Limited Income Constrained Employed (ALICE) families; increase financial stability and independence; provide a living wage for organization staff.

United Way of Moscow / Latah County supports a network of social service, youth and health agencies across the Palouse.

Please read and initial. *Our organization agrees to:*

Offer programs and/or services in Moscow and Latah County and carry out its programs in such a manner as will best meet the needs of the Community	
Be recognized and registered as a charitable organization and agree to notify us in writing of any change in status; i.e. be a non-profit in good standing	
Comply with federal and state laws, concerning labor, employment and human rights; comply with anti-discrimination, diversity and inclusion policies within the workplace	
Maintain an active volunteer Board, which assumes and fulfills the responsibility of managing its affairs within the scope and spirit of respective bylaws and this agreement	
Strive to increase the public's understanding and participation in health and human service programs across the Palouse	
Complete reporting requirements according to United Way standards	
Display the United Way logo on Agency letterhead and publicity, at public functions, and on print and social media.	
Allow United Way to tell your story in print or electronic information or social media	
Notify United Way in writing if a leadership change within the agency	
Abide by the policies set forth in the US Patriot Act and Anti-terrorism Policy	
Promote the partnership with United Way Moscow / Latah County at local community activities and presentations	

Please check all Community Impact Areas that apply:		
<input type="checkbox"/> Basic Needs and Assistance	<input type="checkbox"/> Elderly at Risk	<input type="checkbox"/> Promoting Health and Independence
<input type="checkbox"/> Building Strong Families	<input type="checkbox"/> Helping Kids Succeed	<input type="checkbox"/> Women at Risk
<input type="checkbox"/> other:		

Allocation Questionnaire

Agency: _____

Name of program or special project: _____

Contact name and title: _____

Mailing Address: _____

Telephone: _____ Email: _____

Amount Requested: \$ _____ **Percent of Total Budget:** _____

Board President: _____

Number of Employees: _____ FT; _____ PT

Number of Volunteers: _____ Volunteer hours annually: _____

Primary service demographic (elderly, youth, education, etc.) _____

Number of clients in Moscow annually: _____ Number of clients in the county: _____

List below clients served in Latah County last year (for grant writing purposes):

	Men	Women
Individuals		
Families (men/women N/A)		
Children		
Elderly		
Disabled		

	YES	NO
Have you received UW of Moscow/Latah County funding in the past? If so, Amount \$ _____ From _____ Please include attached reporting form		
Do you charge for your services?		
Will the funds be used as a match for other grant funding?		
Can you help with presentations during the year?		
Can you send a representative to the bi-monthly meetings?		

General Project Information

Answer the following questions briefly; please limit your answers to 5 (five) pages.

- 1) Please provide your mission statement and describe the services your agency provides
- 2) Please describe the direct impact your agency has on the clients and their families.
- 3) What outcomes / outputs do you expect to accomplish this year?
- 4) What are your organization’s qualifications to address these objectives and how does this program/project fit with your mission?
- 5) How do you measure success and growth within your organization?
- 6) Please describe how you promote social well being with your program
- 7) What does your agency do for fundraising efforts? Please provide a timeline.
- 8) How do you measure client satisfaction?
- 9) Detail how your agency will use the funds requested

- 10) How is the UW of Moscow/Latah County funding vital to your project and how will you fund this project if United way funding is not made available?
- 11) Other than United Way, how is your organization funded?
- 12) Does your agency award financial assistance or scholarships? If yes, describe the application and selection process.
- 13) Does your agency award financial assistance or scholarships for continuing education for staff?
- 14) Please choose one of your program's outcomes that you want to use to illustrate a success story. State this outcome below as you would want it communicated to the public. Please include actual data.
Example: Sixty-seven percent of babies (27 of 40) born to mothers with a history of drug and alcohol abuse were born free of drugs and alcohol.
- 15) Provide a true success story based on the above outcome. The story should illustrate your programs effect on a single client or family. Limit your response to one additional page.

**United Way
Financial Reporting Form**

Agency: _____

Fiscal Year End: _____

	2018	Proposed Budget 2019
Revenue		
Contributions (donations)		
Net Revenue from Fundraising		
United Way Funding		
Other United Ways		
Government Fees/Grants		
Other Grants		
Membership & Program Service Fees		
All other Revenue		
TOTAL REVENUE		

EXPENSES		
Salaries & Wages		
Employee Benefits		
Payroll Taxes		
All other Expenses		
TOTAL EXPENSES		

NET INCOME (LOSS)		
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Allocation Reporting Form

United Way tracks the progress of programs and projects and ensure proper programmatic oversight and to provide an opportunity for reflection on activities and plans. Please answer the questions below and tell us about the progress of your project; *limit your answers to 1 page*. Please do not use this report to request future support.

- 1) What goals were able to be achieved as a result of this grant?
- 2) How many clients did your turn away due to insufficient funding?
- 3) Did you spend the money as outlined in the proposal? If not, please explain.
- 4) Are there United Way allocation funds remaining? If so, when do you intend to use funds?
- 5) What impact did United Way funding have on your clients?

Whistleblower and Anti-Terrorism Agreement

United Way of Moscow / Latah County (UWMLC) relies on all associated persons to conduct themselves in accordance with the requirements and spirit of this policy and report questionable matters without fear of retaliation. This Whistleblower Policy is a control to further safeguard the integrity of UWMLC and expects all associated persons (employees, board members, volunteers, agents, and agencies) to act in accordance with the highest ethical standards in performance of responsibilities. UWMLC is committed to fair, accurate and transparent accounting of financial matters and compliance with applicable laws. UWMLC recognizes its responsibility of stewardship for resources and the support which enables it to pursue its mission.

POLICY

This policy is intended to cover serious concerns that have a significant impact on UWMLC. Examples of actions or behaviors to be reported include, but are not limited to:

1. Deliberate error in the preparation, evaluation, review or audit of financial statements or records;
2. Stealing or misappropriation of funds or assets;
3. Billing for services not performed or for goods not delivered;
4. Intentional violations of laws, regulations, accounting standards and controls or policy.

PROCEDURES

This policy is intended to provide a mechanism for an employee, Board member, volunteer, or agency to be able to submit a good faith complaint. Whistleblower complaints may be submitted to the Executive Director, the Board President, or the Board Vice President. All complaints will be taken seriously, addressed in a reasonable time, and in a manner intended to protect reporting persons from unlawful retaliation and discrimination. Employees acting in good faith who report suspected violations will not suffer adverse employment actions. The confidentiality of the whistleblower will be maintained, however, identity may have to be disclosed to conduct a thorough investigation, or to comply with the law. Any whistleblower who believes they are being retaliated against may contact the Board President or Vice President. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Anti-Terrorism Compliance and Charitable Status

In compliance with the USA Patriot Act and other counterterrorism laws, "I hereby certify on behalf of the Agency that all funds and donations received from United Way will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders."

Print name: _____

Title: _____

Signature: _____

Date: _____