



**United Way of Moscow / Latah County
2022 Application for Funding Packet**

This packet contains:

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

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 July 7, 2021.

If your application is accepted, you will be scheduled to meet with members of the United Way of Moscow/Latah County Board of Directors, provide a 10-minute presentation on the ways your organization directly impacts the health, education, and financial stability of the Latah County residents you serve and how you intend to use United Way funds to make that impact. Your presentation will be followed by a 5-minute question and answer period. PowerPoint is not required, but if you would like to, please bring your own laptop.

Agency presentations will be tentatively scheduled for the evenings of July 12 and 13, and 14 at Platinum Home Mortgage, 2nd floor conference room in the Federal Building, 220 E. 5th St with zoom as an alternative. You will be notified of your scheduled time after the United Way receives your application.

Would you prefer zoom? ___ Yes ___ No

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.

2022 Application Guidance

Mission Statement: Our purpose is to increase the organized capacity of people, in Moscow/Latah County, to care for one another.

United Way of Moscow/Latah County believes people are connected and interdependent. Our goal is to create long lasting change by addressing the underlying causes of poverty and social inequality. United Way of Moscow/Latah County supports programs that address:

Health: physical, mental, dental and social health; attention on prevention, systems change and 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

Financial Stability: Asset Limited Income Constrained Employed (ALICE) families; increase financial stability and independence; provide a living wage

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 a 501c3 non-profit organization 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 of Directors, 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 of 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 your organizations primary Community Impact Area:		
<input type="radio"/> Health	<input type="radio"/> Education	<input type="radio"/> Financial Stability
<input type="radio"/> other:		

Allocation Questionnaire

Organization Name: _____

Contact name and title: _____

Mailing Address: _____

Telephone: _____ Email: _____

IRS EIN (Tax ID number): _____

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

Board President: _____

Number of Employees: _____ FT; _____ PT _____ Volunteers

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

Demographic Characteristics	Number
Female	
Male	
Other gender identities	
Individuals	
Families	
Children (0-18)	
Seniors 65 and older	
Persons with disabilities	
American Indian of Alaska Native	
Asian	
Black or African American	

Native Hawaiian or Other Pacific Islander	
Caucasian	
Latin	
Other	

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

General Project Information

Answer the following questions briefly:

- 1) Please provide your mission statement and describe the services your agency provides

- 2) Please describe the direct impact your agency has on clients and their families and provide an example.

- 3) What outcomes / outputs do you expect to accomplish this year?

- 4) What are your organization's qualifications to address these objectives?

- 5) How do you measure success within your organization?

- 6) Please describe how you promote social well-being with your program.

- 7) What does your agency do for fundraising efforts?

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) Does your agency award financial assistance or scholarships? If yes, describe the application and selection process.

12) Does your agency award financial assistance or scholarships for continuing education for staff?

**United Way
Financial Reporting Form**

Agency: _____

Fiscal Year End: _____

	2020	Proposed Budget 2021
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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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: _____