

United Way Blackhawk Region

APPLICATION AND ADMISSIONS CRITERIA



Program Partner Relations Policies

- I. The United Way Blackhawk Region (UWBR) and Partner Agencies are allies in meeting health and/or human service needs. All Partner Agencies are encouraged to share their expertise with each other for the betterment of all of Rock County, Wisconsin and northern Winnebago County, Illinois.
- II. All applications are zero-based. Funding in any prior grant cycle does not guarantee funding in any future grant cycle.
- III. Funding from UWBR is to meet specific community needs. Funding of a specific program does not imply endorsement with regard to the agency's other activities and policies, whether controversial or not.
- IV. Minimum request for program funding must be \$5,000 or more.
- V. A Partner Agency whose select programs are funded by the UWBR must:
 - A. Align with UWBR's mission, impact areas of Health, Education, and Financial Stability, and provide measurable outcomes
 - B. Be an entity that operates for non-profit purposes in the area of health and human services with proof of exemption from federal income tax under Section 501(c)(3) or be a government or municipal entity or a school district.
 - C. Be registered as a charitable organization with the State of Wisconsin and/or Illinois, as such the agency must have provided service for a minimum of two (2) years as an incorporated nonprofit entity
 - D. Maintain a policy of non-discrimination, equal opportunity and comply with the Americans with Disabilities Act.
 - E. Provide program(s) which meet substantiated health and/or human service needs in Rock County, Wisconsin and/or northern Winnebago County, Illinois.
 - F. Demonstrate a need for United Way funds.
 - G. Maintain supporting services (management, general and fundraising expenses) below 25%.
 - H. Be governed by an active, voluntary board of directors with policy/provision for term limits of members and officers.
- VI. Comply with all UWBR Partner Relations Policies. A request to be a Program Partner of UWBR must have approval of the applicant agency's board of directors prior to completing the admissions application.

- VII.** During the application process, UWBR may request additional information. Failure on the part of the Applicant/Partner to supply the requested information in the format requested and the timeframe indicated, may result in the denial of application.

Partner Agencies who do not receive funds from UWBR for a program(s) over a two grant cycle period of time will be considered a new Applicant.

- VIII.** UWBR's non-discrimination policy applies to all of the Partner Agencies with which we work. Targeted services as a matter of policy are not considered discrimination.
- IX.** Financial support by UWBR is conditional on compliance with the requirements as outlined in the Program Partner Relations Policy and provision of all requested supporting documents to demonstrate such compliance.
- X.** At any point during the application process, UWBR reserves the right to assemble a team of volunteers and/or staff to conduct an in-depth review of any Partner Agency in terms of fiscal, program delivery and accountability, outcome measurement and governance issues or to request financial information that clarifies the relationship between United Way Blackhawk Region funded program and the overall agency budget.
- A. If the Partner Agency fails to supply the information requested within the allotted time, UWBR shall withhold subsequent payments and the program funding shall be penalized:
- i. 10% reduction of current monthly allocation for reports received more than 7 days overdue
 - ii. 25% reduction of current monthly allocation if received more than 14 days overdue
 - iii. Forfeiture of future/remaining allocations if received more than 20 days overdue
- XI.** UWBR reserves the right to deny application from an applicant/prospective Partner for funding for any reason the Community Impact Council and/or Board of Directors agrees upon, including but not limited to falsification of information contained in a current or any previous application, omission of information from a current or any previous application, demonstrated non-compliance or a reluctance to comply with requests for information, etc.
- XII.** An organization must meet specific criteria to request reconsideration of Community Grant award decisions by the United Way Board of Directors. Reconsideration may be granted if the Community Impact Council determines that one or more of the following have reasonably occurred:

- A. The requesting organization made an error deemed significant by UWBR in its application;
- B. The requesting organization experienced a change in circumstances deemed significant by UWBR which was not reasonably foreseeable at the time of the original request;
- C. There was a clear and significant misunderstanding of the organization's specific funding request.

XIII. A completed appeal request form must be submitted by the organization within 30 days of mailing of the UWBR investment and/or funding letter.