

Harvey County United Way

103 E. Broadway
Newton, KS 67114
Phone: (316) 283-7101
www.harveyunitedway.org



Community Investment Grant Funding Application Instructions

For over 60 years, Harvey County United Way has had one mission: mobilizing communities to create lasting changes in community conditions that improve lives. The most visible example of our work is the annual community investment grant round.

Community Investment grants are financial investments in area non-profit and community organizations working the focus areas of education, health and income. Each application must demonstrate a community need and the actions taken to meet that need.

We fund PROGRAMS not agencies. For some organizations, with only one major service offered, there is no distinction between the two. However, for organizations with multiple programs and areas of work, this is an important clarification to consider before completing the grant application.

We fund ONGOING services and understand this is not always the case in the world of grant funding. Our focus is on the core foundation of program services: meeting a community need, making lasting impact through measurable outcomes, sustainability, adaptability to environmental changes (external and internal), board development, leveraging HCUW funds, etc. Harvey County United Way is committed to helping as many Harvey County communities and residents as possible.

We are PARTNERS with you. This means the relationship does not end when the award letter is sent. We are here for you in the form of technical support, consultation and marketing your program. We need to know if leadership staff changes (executive director), program adjustments are needed, or if your organization is struggling. Conversely, we depend upon you to help promote the annual campaign. Think of it this way, every dollar you receive is a donation from a local individual or business. Help us prove those dollars were invested wisely in your organization, making the maximum impact in the community.

Eligibility:

- Demonstrate a tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code; or
- Be an instrumentality of state or local government.

Focus Area:

- The primary outcome that the program delivers must be categorized as Education, Income and/or Health.
- At this time, applicants are free to self-identify the community need to be met with grant funds.

Submission Process:

- Submit all documents as .pdf documents via e-mail to: harveyunitedway@gmail.com
- Hard copy applications and attachments are not necessary.
- Handwritten applications will not be considered.

Deadline:

- Thursday, January 17, 2019 at 4:00 pm
- A confirmation e-mail will be sent acknowledging receipt. If you do not receive one by the deadline, contact HCUW (316-283-7101).

Funding Announcement:

- Grant awards are contingent upon the availability of funds, as deemed by the Board following conclusion of the annual campaign (typically early February).

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- Following board consideration, organizations are notified by letter to the address on the application, typically the first week of March.
- All required acceptance documents must be received by HCUW before funding will commence.

Application Documents Required – SUBMIT EACH AS AN INDIVIDUAL .pdf FILE:

1. Community Investment Grant Application
NOTE: Space is limited to the amount allowed and margins defined. If your application exceeds a total of nine (9) pages, it will be returned for revision. Revisions after the deadline may not be allowed. Be sure it is only nine pages before you turn it in.
2. Current Balance Sheet (organization)
3. Current Profit & Loss Statement (organization)
4. Most Recent Fiscal Year-End Balance Sheet (not required if FY ends on December 31)
5. Most Recent Fiscal Year-End Profit & Loss Statement (not required if FY ends on December 31)
6. Program Brochure
7. ADDENDUM A – Required ONLY for organizations affiliated with a state or national organization
8. ADDENDUM B – Required ONLY for organizations with a Total Gross Income of less than \$150,000

Additional Attachments – As Needed/Applicable – SUBMIT EACH AS AN INDIVIDUAL .pdf FILE:

1. Most Recent Financial Audit – for organizations with a Total Gross Income of more than \$300,000
2. Independent Review – for organizations with a Total Gross Income of at least \$150,000 but less than \$300,000
3. Most Recent IRS Form 990
4. IRS 501(c)3 certificate – ONLY if you did not provide this as a separate document last year, or if changes were made
5. Bylaws – ONLY if you did not provide this as a separate document last year, or if changes were made

Other Requirements:

- Letter of Intent – required for NEW programs ONLY. Deadline: December 14, 2018.
- All applicants must attend a review meeting with committee members on one of the following dates: February 6 or February 14. Meetings are 25 minutes in duration.
- Meetings are scheduled on a first-come-first-served basis upon submission of application materials.

Reporting:

- Mid-Year Report – for activities April 1 – September 30: Due October 31
- Year-End Report – for activities April 1 – March 31: Due April 30
- Failure to complete the reporting requirement may indicate that funds were unspent and collection procedures should commence. Ultimate failure to comply with expenditure and reporting requirements will preclude the organization from any further funding opportunities with Harvey County United Way.

Recipients of grant funding will be required to fulfill the following terms of agreement:

1. Display the United Way logo on all printed materials (brochures, newsletters, fundraising materials, etc)
2. Comply with the Community Partner Organization Policy dated April 1, 2011
3. Maintain updated information within the United Way 2-1-1 system (hosted by UW of the Plains)
4. Participate in Harvey County United Way's campaign activities including but not limited to speaking engagements, editorial letters, public events, and the Chili Cook-off
5. Operate the program receiving funding (if program ceases to exist, funding will also cease)
6. Exemplify Harvey County United Way's mission
7. Represent Harvey County United Way positively in all communications

For More Information, Contact:

Tina Payne, Executive Director
316-283-7101 – or - harveyunitedway@gmail.com

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