

Instruction Sheet to accompany Agency Application

United Way of Loudon County

www.unitedwayloudoncounty.org

April 1, 2017 – March 31, 2018 Funding Year

General Information

- Please note that you must complete a separate application for **each program** for which you are requesting funding.
- Please provide **Six (6)** copies of the proposal (Sections 2-8) in your funding request packet. **DO NOT BIND PROPOSALS** (Staple Only)
- You will only need to provide **One (1) copy of the “Checklist** for Agencies Submitting United Way Requests” (**Section 7**) and the items it requests, regardless of the number of programs submitted for funding. Place the completed checklist and articles together in a separate packet.
- All proposals are due by **Wednesday, February 15, 2017 at 5 p.m.** No late proposals will be accepted. If you believe that you cannot turn the application in on the 15th, please make arrangements to submit it earlier.
- Definitions and examples of focus areas(also refer to Section 1):
 - **Education**-help children, youth, and adults achieve their potential by promoting school readiness, academic achievement, productive & engaged youth, and adult literacy & life skills. An example would be a program that seeks to improve a child’s achievements in school or promote school readiness for a young child. UWLC focus is toward programs that will increase the graduation rate.
 - **Income**-promotes financial stability and independence by providing stable employment & access to job skills training, maximized income, increased savings, and financial assets for long term stability. An example would be a program that provides job skills training to individuals in order to improve their income and build assets.
 - **Health**-create opportunities to improve people’s health such as maternal health & infant well-being, healthy lifestyle behaviors, health care coverage & preventive health and mental health. An example would be a program that provides medical services to low income working persons.
 - **Basic Needs**-resources given through human service networks providing emergency services, food & clothing, critical support services, and shelter & utilities. An example would be a program that provides shelter and emergency services to clients in crisis.

Funding Application

Cover Sheet (SECTION 2)

- Please remember that applications are not valid without the signatures of the board president/chair and the Director or Executive Director.
- Be sure to choose the focus area (education, health, income, or basic needs) that most closely describes your program. If you believe that your

program fits more than one, please select the focus area that reflects the major part of the work. If you are still unsure, please contact Judy Fenton, UWLC Executive Director, (865) 582-4082.

- **Make sure that the contact phone number is the primary number for whoever can answer questions about the application and for accessing information on a daily basis.**
- **If the phone number for client services is different than the one for the contact person, please provide this number also.**

Program Overview & Outcome Measurement

Program Overview (SECTION 3)

- Please note that the Program Overview has been revised. Please provide information as requested. Review questions prior to responding.
- Please keep in mind that results/outcomes and indicators should be formed thoughtfully in a way that can best measure the success of the program on clients’ lives. **If you already report your outcomes please provide a copy.** Just note in the section that a copy of the program outcomes are attached. **Question #5.**
- Be sure to include the appropriate number of outcomes, **question #5,** for your program based on the level of funding that you are requesting for 2017-2018. The table below can be used as a reference.
- **On question #12 (or # 7 F&R),** please make sure the number you give reflects the number of **Loudon County people served.** **Do not include** other county data.
- **Question #19 (or #11 F&R), Success Story:** Please provide a success story for 2015. This story may be used in the county brochure or video with agency and client permission.

Level of UW funding for the program	Number of indicators required
\$0-4,999	3
\$5,000-9,999	4
\$10,000-25,000	5

Section 4: Program Budget Form

- Refer to the “Chart of Accounts,” (SECTION 9), for detailed line item definitions.

Section 5: Composite Agency Budget Form

- Refer to the “Chart of Accounts,” (SECTION 9), for detailed line item definitions.

Budget Explanations (SECTION 6)

- Please provide a narrative explanation of all program budget line items (both expense and revenue) that increase/decrease in excess of 10%. **(Note: A variance in excess of 10% but under \$500 does NOT require an explanation).**

Section 7: Checklist for Agencies Submitting United Way Requests

- Highlighted items must be supplied. If not provided the application will not be accepted.
- Please mark each item included with your proposal on the checklist with an X.
- Note that you may bring extra materials/brochures to the **March** reviews.
- **NOTE: For 2017-2018 Funding Application, only highlighted items (red) are required. Items numbers: 3, 4, 7, 8, and 10.**