

2018 Affiliate Application Questions

What if the time frame for the site visits will not work for our board members?

Please notify Rosemary by email that the dates do not work and alternative dates and times.

Who should be at site visits?

Site visits should consist of the board president, CEO and CFO or Board treasurer. If you do not have an Exec or CEO, two board members need to be present.

Can we save as we go or do we need to complete the application at one time?

The application can be saved and done over time. The application will also not let you submit the application without all the questions being answered.

Does United Way give us some expectations of what you expect like how often bylaws are reviewed or other administrations or standards that are expected.

The Standards of Excellence is the guideline for organizations to use for sustainability.

What if we check no on one of the standards? Does it disqualify us from funding?

No, we use it as a guideline of what organizations may need help with.

Do we submit the whole budget for the organization?

The template provided is for the monies you are requesting from UW. You will also need to upload your complete organization budget.

For the funding distribution question, what if we don't have the numbers approved or confirmed yet?

With all financials and funding distribution, please use your most current numbers or recently approved.

Can I apply for two different programs?

Yes, but it must be in one application. We will only accept one application from each organization.

If we have never received affiliate funding but have received small grants would we check yes on question 11?

No, only if you have been funded through affiliate process.

Can I pick multiple impact areas?

No, you can only choose 1 impact area and the examples given are suggestions but not exclusive.

Can I copy and paste from last year's application?

Yes, just make sure that you copy the correct answer to the correct question.

How many grants will be awarded?

It varies year to year on the number. It ranges from 15 to 25 organizations and the funding is approximately 500k.

If we are not asked to do a site visit can we request a site visit

Yes, you can request via email to Rosemary.

Does our annual report have to be formal?

No, it can be a simple one page snapshot of your organization. The most current one is fine.

What if our fiscal year is different than the UW budget year?

Do not adjust your submitted budget to coincide with UW. Submit your budget as is.

Do our collaborations have to be formal agreements?

You do not need to have MOU's with your collaborations.

What is the grant year?

Grant year is April 2018- March 2019

What would be an incomplete application?

The only thing that would make the application incomplete is failure to upload correct and complete documents. The online process will eliminate questions not being answered. It will not allow you to submit without having completed the application.

When you upload is there any way of verifying what you uploaded?

It will show on the upload section what was uploaded.

How do I know that it was submitted?

You will receive an email confirmation.

Can I have a copy of what was submitted?

You can print the document.

Our 2017 audit will not be complete by the time the grant is due. What should I submit?

Please submit your most recent completed audit.

Will we know why we did not get funding?

Yes, there will be a letter mailed out by March 10. This letter will give recommendations for future grant applications.

Do you want us to include In-kind and volunteers in our budget?

It is not necessary to include this information.

What are the UW Operating Principles?

They are the Standards of Excellence.

We are a previously funded group; do we need to fill out the Standards of Excellence?

Yes, we ask that all applicants fill out the Standards.

Do we need to submit a board resolution in support of applying to UWTC?

No, there is no need to submit a resolution.

If we did not attend the orientation, can we still submit a grant and be considered?

Yes, the orientation was recommended but not mandatory.

Does our staff cost go under admin?

Only those not directly related to the program. Program staff are considered part of the program expense.

VIDEO of Orientation can be found on <http://www.unitedwaytc.org/for-non-profits.html>

If you have additional questions regarding the application, please email rosemary@unitedwaytc.org.

