

# COMMUNITY INVESTMENT PROCESS



## Community Investment Funds Distribution Process

Below are the descriptions and steps for each of the processes of the Community Investment Funds Distribution Process. While it is important for organizations to be aware and understand all of the steps, it is possible that your organization will not make it through the next round at the recommendation of the Vision Council volunteers.

### A. Intent to Apply Meeting

At this meeting organizations will be trained on the steps of the Community Investment Funds Distribution Process and the online grant system. Organizations interested in applying for a Community Investment Grant are required to attend this meeting.

### B. Online Registration

Organizations wishing to apply must use UW's online system to qualify. Organizations will receive a copy of the step-by-step how to guide, and will have the ability to submit questions to staff. Failure to submit documents via the online portal or meet deadlines established by UW will disqualify that program/organization for funding consideration.

### C. Letter of Intent

The Letter of Intent is a summary of the proposed programs and is used to pre-screen applications for their alignment to the Strategic Investment Plan for their selected Issue Area Strategy. Time permitting, UW Staff and/or Vision Councils may assist programs in revising or resubmitting LOI's. Vision Council members may elect to not advance an organizations application for the following reasons:

- i. Inability to complete the online document correctly and/or on-time.
- ii. Inability to provide a sufficient summary for the Vision Council members to understand the intended proposal
- iii. Inability to align with the selected strategy, priority, and/or issue area.
- iv. Inability to show sufficient experience and/or preparation to track outcomes
- v. Inability to describe your philosophy on innovation, collaboration, coordination, and/or partnership with UW.

## **D. Site Visit**

Site Visits may be necessary for organizations new to UW to submit an LOI and/or RFP and to ensure both parties are aware of the services offered and UW's policies and procedures. UW staff will determine if the proposed funding request is for a program that is in need of a site visit. If determined a site visit is necessary, members of the Community Impact Committee and UW staff will set up a time to complete the following:

- i. Meet with program representatives including:
  - a. Organization president or like position
  - b. Relevant program staff/managers
  - c. At least two board members if appropriate
  - d. At least one representative from the Fiscal Agent, if applicable
- ii. Complete a site tour, if applicable
- iii. Complete the site visit score card, can be found in the Community Investment Policies & Procedures.

Site Visits are completed by the Community Impact Committee to help protect against subjectivity in the grant evaluation process. Programs with Site Visits more than three years old will need to complete a site visit before the following funding cycle.

Vision Council members are not permitted to attend site visits, but do receive an aggregate copy of the most recently completed site visit score card completed by members of the Community Impact Committee.

Site Visits are administered as pass or fail. If the Community Impact Committee determines that the organizational capacity to administer a quality service to their intended clients does not meet their expectations, the Community Impact Committee may proceed with a fail rating, and the organization will be notified. The Community Impact Committee may elect to fail an organization for the following reasons:

- i. Inability to schedule and accommodate a site visit on-time.
- ii. Inability to provide a sufficient summary for the Community Impact Committee to understand the organization's :
  - a. Desire to be a quality partner
  - b. Capacity to deliver quality services
  - c. Expertise embedded into program delivery, and
  - d. Quality of programming

## **E. Financial Review**

The Financial Review is used to pre-screen organizations to ensure a UW investment will be used correctly and appropriately based on fiscal accountability. Financial Review members may elect to request additional information based on the documents submitted, and may elect to not advance an organization, and therefore its program applications, for the following reasons:

- i. Inability to submit the required documents correctly and on-time.
- ii. Inability to provide a sufficient response to Financial Review Team concerns.

A list of required documents for non-profits and/or fiscal agents can be found in the Community Investment policies & Procedures.

## **F. Request For Proposal/ Application**

The RFP is the complete explanation of services proposed for funding. To maintain a consistent method of evaluation, the program RFP will be the basis upon which programs in the funds distribution process will be evaluated. Organizations may be disqualified for consideration for their inability to submit the required documents correctly and on-time.

### *Submission of the Application*

- i. RFP's must be submitted electronically.
- ii. RFP's will include:
  - a. Program Funding Application
  - b. Program Budget
  - c. Logic Model
- iii. At the organization's request, applications submitted at least seven days in advance, may be reviewed by UW staff to assist in answering questions, revising or resubmitting RFP's.

## **G. Initial RFP Review**

Vision Council members will be assigned to the review of applications and will begin the evaluation process with a review of the applications they will complete independently. Vision Council members will use a scoring rubric that will help them evaluate an organizations' proposal. A copy of the scoring rubric will be available in the online system for an organizations review.

## **H. First Meeting of the Vision Council**

At this meeting Vision Councils discuss the aggregate of their independent scores and identify questions to be asked of the program representatives at the program presentations. At the discretion and unanimous recommendation of Vision Councils, programs may be screened out based on initial aggregate scores and discussion.

## **I. Program Presentation**

As part of the RFP evaluation, program presentations will be scheduled for programs advancing through the RFP process. Vision Council members may elect to formulate questions for clarification purposes. These questions will be submitted to program representatives prior to program presentations. Vision Council members will use the information gathered during program presentations to adjust their scoring of program funding applications.

### *When and Where:*

Organization presentations may be held in a conference room at the UW building or other location as determined by UW. UW staff will notify each organization of the specific time, date, and location for their presentation.

### *Who Participates:*

- i. Organization staff and/or leadership volunteers (no more than three organization representatives) knowledgeable about the program and its funding requirements.
- ii. The UW staff and Vision Council members.

### *Program Presentation Details for Applicants:*

- i. Presentations will last up to 30 minutes with Vision Council Members and Staff having the ability to ask any follow up questions they like within that time frame.

- ii. If time allows, programs may choose to highlight additional aspects of their potential UW funded services.
- iii. Unless requested, organizations are unable to use visual aids or distribute material of any kind at the presentation. If materials are brought to the program presentations without being requested, vision council chairs and/or staff will ask that they are not distributed.

#### **J. Final Review Meeting**

The Final Review Meeting's purpose is to discuss which programs the Vision Council would like to recommend moving forward for funding and at what level of funding.

#### **K. Peer Review Meeting**

Peer Review meeting brings all relevant Vision Councils together to make recommendations for funding to the UW Board.

#### **L. United Way Board Approval**

UW Board of Directors receives the recommendations of funding from the Vision Councils/Community Impact Committee and votes. UW Board Action is final.

#### **M. Program Negotiations**

Staff on behalf of the Vision Councils will host meetings between the future funded partners and Vision Council volunteers to negotiate program deliverables based on the approved amount of funding or future opportunities. All program negotiations must be mutually agreed upon by both parties and may necessitate a new funding agreement.

#### **N. Signing of Funding Agreements**

All programs approved for funding must sign a formal funding agreement before receiving UW allocations.

#### **O. Feedback Sessions**

Feedback sessions for organizations making program application will be made available following final UW allocation decisions. (Attendance by organizations is optional).

- i. Vision Councils will meet to share feedback after funding decisions have been announced.
- ii. Organizations will receive feedback on the effectiveness of their application and presentation.

#### **P. Program Reporting**

All organizations receiving Community Investment Grants must submit program reports as determined by the UW and the grantee during program negotiations. Program reports allow UW the ability to track its investment and ensure that programs are meeting anticipated deliverables and outcome achievement as defined in the program application.

- i. Programs who fail to submit required reports may have their funding decreased or terminated at the recommendation of Vision Council Members, Community Impact Committee, and approval by the UW Board of Directors.
- ii. Programs who fail to make adequate progress towards identified goals may have their funding decreased or terminated at the recommendation of Vision Council Members and approval by the UW Board of Directors.