

LIVE UNITED



United Way of Central Illinois

Community Investment Policy and Procedures

Board Approved: December 2017

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Background Information

I. UW of Central Illinois' Vision, Mission and Core Strategies

A. Our Vision

Building Sangamon and Menard Counties into a vibrant region where individuals and families thrive, where people work together to protect its most vulnerable citizens, ensure a safe and healthy community, address its most challenging issues and enhance the quality of life for all citizens

B. Our Mission

To improve lives in Sangamon and Menard Counties by bringing together nonprofit, business and community leaders and individuals to identify, assess and address the community's health and human service needs.

C. Core Strategies

UW strengthens the community by:

- i. mobilizing human and financial capital to improve community conditions
- ii. organizing collaborative solutions and making long-term investments in the areas of Health, Education and Financial Stability,
- iii. protecting services vital to the immediate needs of the most vulnerable members of the community
- iv. promoting volunteerism, philanthropy and advocacy
- v. maintaining the highest standards of ethics, accountability and transparency

II. UW of Central Illinois' Commitment to Community Impact

UW of Central Illinois (UWCIL) advances the common good by focusing on protecting services vital to the immediate basic needs of the most vulnerable members of our community; while making long term investments in education, financial stability and health, because these are the building blocks for a good quality of life.

We bring together people and organizations from all across the community who bring the passion, expertise and resources needed to get things done.

UWCIL accomplishes this goal by targeting resources to a determined set of priorities that were selected and are continuously reviewed by Vision Councils with the help of the community, requiring consistency in outcome measurement and striving towards community wide shared metrics, and gradually increasing the proportion of funding directed toward BIG community change.

III. Types of UW of Central Illinois Community Fund Grants

- A. Community Investment Grant: Grants given to programs with the ability to address an issue area's priorities, indicators and shared metrics as defined in the Strategic Investment Plan. Grants in this category can be collaborative, but must remain issue area specific.
- B. Venture Grant: Grants for one time funding to new projects or the expansion of an existing project and not intended for ongoing program expenses. These grants are distributed through a separate process. Please see Venture Grant Addendum.
- C. Red Feather Grant: Grants approved by the UW Board of Directors for one-time and/or ongoing funding for special/unique opportunities. These grants are distributed through a separate process. Please see Red Feather Grant Addendum.
- D. Integrated Collaboration Grants: (Coming in 2020) Collaborative Grants that are focused on achieving a common community goal. These grants are only achieved through cross-issue area collaborations.

Definitions

- A. Annual Reports: The reports submitted by organizations for each funded program to UW. For the full reporting schedule, see the Reporting Calendar in the Appendix.
- B. Basic Needs: An Issue Area of which addresses:
 - i. Emergency Food for Individuals and Families,
 - ii. Emergency Shelter and Provisions, and
- C. “BIG” Goal: A community priority that will be elevated through the work of UW and funded as a collaborative initiative.
- D. Building Blocks for a Good Quality Life: Education, Financial Stability, and Health
- E. Clients: identified persons who use program services.
- F. Community Fund: Undesignated donor funds to the UW. The Community Fund includes annual program allocations to partner organizations.
- G. Community Impact: The overarching term used by UW internally to describe the act of bringing together a community’s resources (people, time, talents, and treasure) to identify, address, and improve complex community conditions.
- H. Community Impact-Investment Committee: The committee of the UW Board of Directors responsible for the management and oversight of Community Impact investment activities, including but not limited to the management of Vision Councils and the vetting of community recommendations and plans.
- I. Current Fiscal Year: is the fiscal year in which an organization is currently delivering service, but for which the organization has only partial data available. Organizations will be asked to project the rest of the year.
- J. Education: An Issue Area to help people succeed in school and in life.
- K. E-impact: Grant Management Software used to manage the Community Investment Procedure.
- L. Financial Stability: An Issue Area focused on strategies that support financial stability and independence.
- M. Funding Cycles: The programmatic timeframe in which funded partners receive community investment grant awards: July 1-June 30.
- N. Grant Cycles: The timeframe/process in which applications are reviewed and selected for grant awards.
- O. Health: An Issue Area to help our region achieve healthier lives.
- P. Indicators: Observable and measurable items of information that show progress towards identified goals.
- Q. Issue area(s): Categories within UW’s Community Impact work. They include Basic Needs, Education, Financial Stability, and Health.
- R. Most Recently Completed Fiscal Year: is the full fiscal year in which the organization has the most recent compiled data for a program.
- S. Organizations: Groups/organizations eligible to apply for UW grants. These may include civic organizations, neighborhood groups and non-profits.
- T. Priorities: The community conditions UW will focus on within each issue area.

- U. Priority System: The strategic investment plans for each Issue Area that determines what United Way will fund.
- V. Requested Fiscal Year: is the fiscal year in which organizations plan to spend the UW funding that is requested with the application. This is a projected annual budget.
- W. Application: The document used by organizations to apply for funding.
- X. Shared Metrics: An instrument, selected by the community, which is used to collect and track data to show progress toward selected indicators in a uniform fashion.
- Y. Strategic Investment plan: A document that outlines the priorities, outcomes, strategies, indicators and metrics UW will invest in within each Issue Area.
- Z. Target Population: persons to whom a program is directed toward and specifically designed to support.
- AA. UW Board of Directors: Governing body of the UW of Central Illinois responsible for the oversight and management of the activities of UW.
- BB. Vision Councils (VC): A group of 8-13 community volunteers with knowledge/experience in an issue area. There is one VC per Issue Area. Their role is to develop the strategic investment plan, documents for the RFP processes, and evaluate applications.

Community Investment Policies

I. Determining Program Eligibility

- A. Programs will self-select which Issue Area, Priority, and strategies they would like to address based on their ability to align with the individual Strategic Investment Plans outlined for each issue area.
- B. Programs must be able to address the information outlined in the Strategic Investment Plans
- C. The following are eligible to apply for funding, but may require a fiscal agent:
 - i) Nonprofit organizations
 - ii) Religious organizations
 - iii) Public entities (Ex: schools, hospitals, government, etc.)
 - iv) Neighborhood associations
 - v) Informal groups
 - vi) New and emerging organizations
- D. The following are not eligible for funding:
 - i. Programs for which previous grant compliance issues have not been addressed
 - ii. Applications requesting less than \$5,000
 - iii. Applications for political purposes, religious purposes, or programs requiring religious participation
 - iv. Applications for fundraising expenses or debt reduction
 - v. Applications for funds to directly benefit a specific individual or family
 - vi. Projects that were completed prior to the grant application
 - vii. Private organizations whose sole purpose is to provide lobbying, environmental, religious or fund raising activities.
 - viii. Organizations with administrative and fund raising expenses exceeding 25%, without proper cause/explanation.
 - ix. Organizations applying for the first-time submitting a qualified audit, without proper cause/explanation.
 - x. Organizations with internal control related issues as determined by the Board of Directors, without proper cause/explanation.
 - xi. Organizations that do not comply with all applicable federal, state and local laws, rules and regulations; meet applicable state and local standards for licensing and certification within its specific discipline.
 - xii. Organizations that allow payment of commissions, finders fees, percentages, bonuses, or similar practices for conducting general solicitations of the public in connection with their fund-raising activities.
 - xiii. Organizations that conduct publicity and promotional activities which are not based upon the actual programs and operations of the organization.
 - xiv. Organizations with programs or activities which are contrary to the goals, aspirations, and policies of the UW of Central Illinois or which are incompatible with the mission of the UW, as determined by the UW of Central Illinois Board of Directors.

II. Philosophy of the Community Funds Distribution Process

The philosophy of the UW Board of Directors and the Community Impact Committee is to operate an effective and systematic volunteer process for distributing funds raised in the annual UW campaign. Inherent to the process is the need to be accountable to donors and investors by the responsible distribution of funds for the purpose of addressing acknowledged community needs.

UW is committed to identifying community health and human service issues on an ongoing basis; prioritizing service needs; encouraging organizations to develop programs to address those needs; utilizing the priorities as a guide to distributing resources and maintaining a program accountability system for all UW distributed resources.

UW reserves the right to make all materials submitted by organizations available to the public.

III. Community Investment process Overview

Programs applying for community investment grants should anticipate the following steps. Each step is contingent upon qualifying each round. Additional details are provided in the Procedures section.

- A. Grant Orientation (optional)
- B. Online registration
- C. Financial Review
- D. Submission of Application
- E. Initial Volunteer Review
- F. First Meeting of the Vision Council
- G. Program Questions Submitted
- H. Program Interviews
- I. Final Review Meeting
- J. All Vision Council Meeting
- K. UW Board Approval
- L. Agreed Upon Deliverables Meeting/Correspondence
- M. Signing of Funding Agreements
- N. Feedback Sessions (optional)
- O. Program Reporting

IV. Responsibilities of UW Volunteers and staff

UW Volunteers and Staff make a commitment to uphold a process of integrity and transparency and will annually commit to adhere to the organization's code of ethics and conflict of interest policies.

A. UW of Central Illinois Board of Directors

- i) It is the UW Board's responsibility to establish and approve changes to strategic investment plans, which are used as a priority system for funding program allocations and/or initiatives. The UW Board of Directors will have the final authority to determine levels of funding to all programs. The UW of Central Illinois Board of Directors has the authority to amend, change or vote down any recommendation of the Vision Councils, Community Impact Committee and Executive Committee. Any such action should be for specific reasons and documented in meeting minutes. The UW of Central Illinois Executive Committee and/or Board of Directors are not authorized to change program or composite scores provided by Vision Councils other than to correct errors in arithmetic.
- ii) The priority system shall be reviewed annually by the Community Impact Committee. The Community Impact Committee will make its recommendation to the UW Board of Directors.
- iii) It is the UW Board's responsibility to determine and/or approve annually how Community Fund resources will be allocated across funding areas for program allocations and/or initiatives.

B. Community Impact Committee

- i) The Community Impact Committee reports directly to the UW Board of Directors and is responsible for managing the Community Fund process which includes the oversight of Vision Councils who are primarily responsible for the functions of priority setting, program evaluation and recommending program funding.
- ii) Committee responsibilities include:
 - (1) Developing a framework which positions UW to continue to provide the most effective and meaningful investments to create community change.
 - (2) Recruiting and supporting Vision Councils in their work detailed below.
 - (3) Reviewing the Strategic Investment Plan and making recommendations as necessary to the UW Board of Directors, and
 - (4) As appropriate, the Chair of the Committee will submit for approval of UW Board of Directors recommendations for:
 - (a) any changes to the Community Investment Policies and Procedures; and

- (b) Vision Council chairs (vice chairs if applicable) and Vision Council members; and
- (c) the percentage, or formula for, Community Funds anticipated to be available for grant distribution, and
- (d) allocation of funds to all programs; and
- (e) any action to be taken on requests for relief from or violations of the Community Fund
- (f) Vision Council policies and procedures, and
- (g) an annual calendar for the Community Fund process, and
- (h) other items related to the Community Fund and Community Investment process.

iii) Community Impact Committee Membership

The Community Impact Committee shall include:

- (1) A UW Board member as chair, who also serves on the UW Executive Committee; and
- (2) additional UW Board members to constitute a majority
- (3) the chairs of all vision councils established by the UW Board of Directors; and
- (4) community partner (agency) representation.

C. Vision Councils

All Vision Councils established by the UW will develop and refine the Strategic Investment Plan of the UW and evaluate programs applying for funds contributed to the UW Community Fund.

i) Members complete a Conflict of Interest Acknowledgement and Disclosure form annually.

ii) Vision Council Responsibilities:

- (1) Collect and review data regarding community needs and assets
- (2) Identify community issues
- (3) Utilize data in planning and decision making
- (4) Develop a vision and specific outcomes to address the identified community issues
- (5) Implement strategies that support the vision
- (6) Provide guidelines and criteria for the community investment process
- (7) Review applications and make funding recommendations as part of the community investment process
- (8) Provide opportunities for innovation, coordination, and collaboration
- (9) Encourage utilization of all resources (volunteers, grants, community resources, advocacy etc.) to achieve the vision
- (10) Examine the council's own process to make and implement suggestions for improvements in that process.
- (11) Adhere to UW policies.

iii) More information about the Vision Council's roles and policies for governance can be found in the Vision Council Handbook.

D. UW of Central Illinois Staff

- i) UW staff will provide training to all individuals involved in the Community Fund and Community Investment processes about their roles and responsibilities.
- ii) Staff will not vote with Vision Council members or committee members on recommendations but will participate in the consideration of all recommendations and applications.
- iii) Staff will assist the VC's by helping to facilitate discussion, raising and posing relevant questions, and offering pertinent and relevant information and commentary.
- iv) Staff will administer all Community Fund processes and duties therein to make sure UW Policies and Procedures are followed.
- v) Staff will perform all necessary functions in support of the funding process but not for the purpose of influencing final decisions

- vi) Document all correspondence

V. Responsibilities of Applying Organizations

Programs applying for funds from the UW must adhere to all policies and deadlines. If programs miss a deadline or do not comply with the Community Investment Policies and Procedures, they will be ineligible to continue through the grants distribution process.

VI. Request for Review of the Evaluation Process

The manner in which an organization's application for funding is evaluated can be reviewed by the Executive Committee of the Board of Directors. The purpose for the request for evaluation process review is to ensure program applications have been given a full, equal, and fair opportunity to seek UW funding. A request for review must take place prior to any funding recommendations. Please see Review of Evaluation Process Addendum for more information.

VII. Funding Agreements

All organizations approved for program funding must complete a formal Program Funding Agreement. All such agreements have a series of basic conditions and accountability standards. For more information on Funding Agreements, and the policies affecting funding agreements, please see the Funding Agreement Terms Addendum.

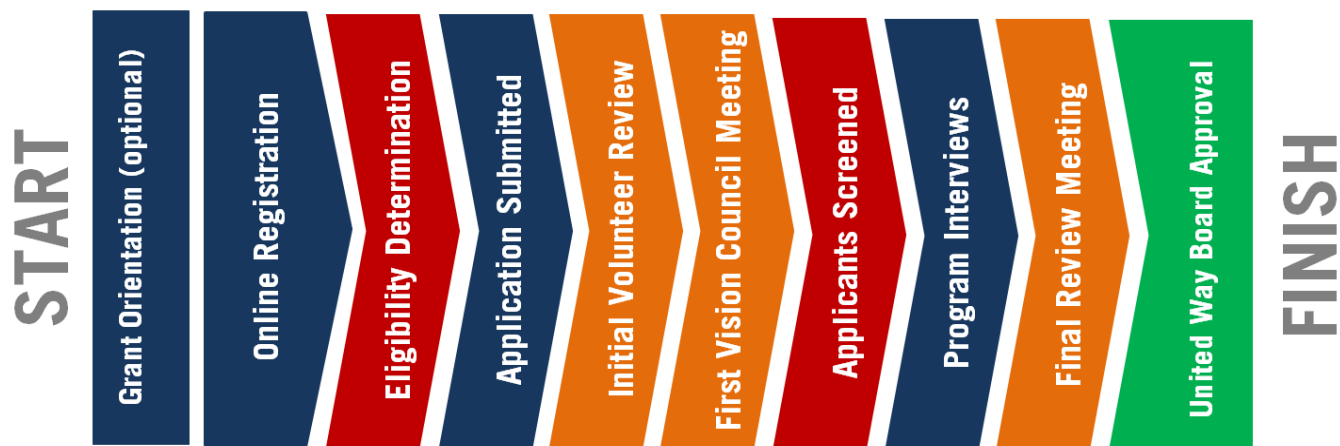
VIII. Agreed Upon Deliverables

To ensure a sound investment in programs in our community, UW reserves the right to negotiate programmatic terms with funded programs at any point as a contingency to funding. All deliverables must be mutually agreed upon by both parties and may necessitate a new funding agreement.

Negotiations regarding deliverables may occur when any of the following situations occur:

- A. Organizations request a different funding distribution than the normal 1/12 monthly allocation distribution. Please see the Advancement in Funding Addendum.
- B. Vision Councils feel programs deserve a larger sum of money than initially requested.
- C. Vision Councils are unable to fund a program at its full request and therefore need to clarify the terms of their program delivery responsibility.
- D. Vision Council volunteers become aware of national/outside grants that could benefit our community and would like to negotiate programmatic terms to make the best proposal.

Community Investment Procedures



I. 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 organization to be aware and understand all of the steps, it is possible that an organization may be screened out before completing all steps at the recommendation of the Vision Council volunteers.

A. Grant Orientation (Optional)

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 encouraged 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 guide, and will have the ability to submit questions to staff. Failure to submit documents via the online portal, meet deadlines, or meet qualification criteria established by UW will remove that program/organization for funding consideration.

C. Financial Review/Eligibility Determination

The Financial Review is used to pre-screen organizations to ensure demonstrated fiscal accountability. Volunteers 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.
- iii. Did not meet all financial review addendum criteria.

For a list of the required documents for non-profits and/or fiscal agents please see Appendix.

To review the financial review process, please see Financial Review Addendum.

D. Application

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

- i. Submission of the Application
 1. Applications must be submitted electronically.
 2. Applications will include:
 - i. Program Funding Application

- ii. Program Budget
- iii. Client/Stakeholder Demographic Breakout
- iv. Logic Model components tables and narratives

E. Initial Volunteer Review

Vision Council members are assigned to review applications where conflicts of interest do not exist. They complete their review of applications independently and use a scoring rubric to help evaluate each program proposal. A copy of the scoring rubric will be available in the online system for an organization's review.

F. First Vision Council Meeting

At this meeting Vision Councils discuss the cumulative and independent scores for each applicant and identify questions to be asked of the program representatives at the program interviews. At the discretion and 75% vote of Vision Councils, programs may be screened out based on cumulative scores and discussion.

G. Program Interviews

As part of the Application evaluation, program interviews will be scheduled for programs advancing through the review process. These questions will be submitted to program representatives prior to program interviews. Vision Council members will use the information gathered during program interviews to adjust their scoring of program applications.

When and Where:

Program interviews may be held 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 interview.

Who Participates:

- i. Organization staff and/or leadership volunteers knowledgeable about the program and its funding request. No more than three organization representatives are allowed unless the following apply:
 - a) At the request of the Vision Council an organization's Executive Director/CEO may be required to attend the program interview.
 - b) If applying as a collaborative or with a fiscal agent, one person from each organization and/or the fiscal agent must be present. No more than three representatives from each organization may attend.
- ii. The UW staff and Vision Council members.

Program Interview Details for Applicants:

- ii) Presentations will be no longer than 30 minutes, and will be equal across all programs.
- iii) Vision Council Members and Staff have the ability to ask any follow up questions they like within the designated time frame.
- iv) If time allows, programs may choose to highlight additional aspects of their potential UW funded services.
- v) 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.

H. Final Review Meeting

The Final Review Meeting's purpose is to discuss the cumulative scores based of the final independent scores of programs and develop recommendations for funding levels for successful programs.

I. All Vision Council Meeting

When needed, this meeting brings all relevant Vision Councils together to make recommendations for funding to the UW Board based on available allocable dollars.

J. UW 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.

K. Signing of Funding Agreements

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

Please read the Funding Agreement Addendum and Appendix item before applying for Community Investment Funds (documents are subject to change).

L. Agreed Upon Deliverables

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

M. 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.

N. Program Reporting

All organizations receiving Community Investment Grants must submit program reports as determined by UW. 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.

Please see appendix for the Reporting Calendar to review all anticipated reports.

ADDENDUMS

Venture Grant Addendum

Venture Grant Policy

I. Purpose

- A. The UW of Central Illinois may partner with and support projects that make an impact in Sangamon County and Menard County within UW's identified issue areas: Basic Needs, Education, Financial Stability, and Health.
- B. Grants must speak to the priorities within the identified Issue Areas. (Priority and strategy information can be found in the Strategic Investment Plans at www.springfieldunitedway.org)
- C. Grants should provide output/outcome indicators that are of equal rigor as presented in the Strategic Investment Plans of each Issue Area.
- D. Grants may be made for one time funding to new projects or for the significant expansion of an existing project and should not be viewed as ongoing program support.
- E. Grants may be made for an expansion of an existing project if the proposed project is adding one or more components such as but not limited to:
 - a. New Method- new way to deliver existing services
 - b. New Community- new geographic area
 - c. New Service- new service or component of existing program
 - d. New Population- new client population
 - e. Other

II. Eligibility

- A. The following are eligible to apply for funding, but may require a fiscal agent:
 - 1. Nonprofit organizations
 - 2. Religious organizations
 - 3. Public entities (Ex: schools, hospitals, government, etc.)
 - 4. Neighborhood associations
 - 5. Informal groups
 - 6. New and emerging organizations
- B. The following are not eligible for funding:
 - 1. Applications requesting less than \$1,000
 - 2. Applications for political purposes, religious purposes, or programs requiring religious participation
 - 3. Applications for capital expenditures, fundraising expenses or debt reduction
 - 4. Applications that seek funds to support ongoing, established programs
 - 5. Applications requesting compensation for program's loss of another revenue source.
 - 6. Overhead administrative expenses will not be considered if included in a grant application
 - 7. Applications for funds to directly benefit an individual or family
 - 8. Projects that were completed prior to the grant application
 - 9. Previously funded Venture Fund applications.
 - 10. Funding for organizations with programs or activities which are contrary to the goals, aspirations, and policies of the UW of Central Illinois or which are incompatible with the mission of the UW, as determined by the UW of Central Illinois Board of Directors.

III. Availability of Funds

- A. 2% of the most recently completed campaign's Community Fund will be designated to the Venture Fund.
- B. Venture funds will be administered on a July 1 to June 30 funding year.
- C. Monies not used in a given funding year will remain available for grant requests in future years.

IV. Funding Decisions

- A. Requests for funding will follow a streamlined process to determine eligibility, recommendations and approval or denial.
- B. All funding decisions are final.

Venture Grant Procedure

I. Application Process

- A. When there is a request for funding, or when UW identifies a need for funding, the potential recipient will be advised by UW to complete an application, available online at the UW of Central Illinois website.
- B. Applications are to be submitted in electronic format.
- C. All applications must be received no less than 30 days prior to event or start up and funding requests of \$10,000 and more must be submitted at least 60 days prior to event or program start up.
- D. If approved, a Venture Fund agreement and Counterterrorism Compliance form must be signed prior to receipt of grant funds by grant recipients.

II. Evaluation Process

- A. All applications are sent to the Advisory Group, consisting of the Vision Council Chairs and a UW Board Liaison.
- B. When there are questions regarding an application's eligibility, the United Way Director of Community Impact will forward an eligibility recommendation to the Advisory Group.
- C. An application's ineligibility may be determined in person or via email where there is a consensus among the Advisory Group. The Executive Committee will be notified of ineligible project applications received.
- D. Applications will be reviewed by the Advisory Group upon receipt of application.
- E. When the Advisory Group has questions regarding an application, UW's Director of Community Impact will contact the organization to seek an answer to the question(s). The answers are then forwarded to the Advisory Group.
- F. Organizations may be asked to participate in meetings of the advisory group, in person or electronically, for the purpose of addressing additional questions that may be presented regarding the grant application.
- G. Applications will be evaluated based on financial request:
 - Under \$3,500 – The Advisory Group, with the President's consent, may approve or deny any request. The UW board is informed of the final decision.
 - \$3,501 to \$9,999 – The Advisory Group forwards its recommendation to the Executive Committee. The Executive Committee takes final action and the UW board is informed of the final decision.
 - \$10,000 and above - The Advisory Group forwards its recommendation to the Executive Committee and UW board. The Executive Committee forwards its recommendation to the UW board. The UW board takes final action.

III. Grant Reporting

- A. A Venture Fund Report Form is to be completed by all grant recipients twelve (12) months after grant award notification or within one month of project completion, whichever occurs first.

Red Feather Grants Addendum

Red Feather Grants Policy

I. Purpose

- A. In the early 1930's many Community Chests, the forerunners of the United Way system, adopted the red feather as a symbol of service to the community. From time to time, Vision Councils may recognize a unique funding opportunity that allows United Way to benefit multiple programs and/or the community through specialized funding consideration when these requests fall out of the typical funding norms. United Way of Central Illinois may partner with and support projects that make an impact in Sangamon County and Menard County within United Way's identified issue areas: Basic Needs, Education, Financial Stability, and Health. One time and/or ongoing funding of Red Feather Grants may be made for programs, systems, or activities the Board of Directors has determined to be unique, yet necessary for the support of our local community and the advancement of the priorities and strategies within a United Way identified Issue Area.

II. Eligibility

- A. Any organization eligible under United Way's Community Fund policy is eligible to receive a Red Feather Grant.

III. Evaluation

- A. Recommendations for Red Feather Grants may come from Vision Council(s) and/or the Community Impact committee. Vision Councils and/or the Community Impact Committee are responsible for evaluating any programs, systems or activities being considered for Red Feather Grants and recommend the process and requirements of ongoing review and evaluation.

IV. Criteria

- A. Vision Councils and/or the Community Impact committee will consider programs, systems, or activities against specific criteria as a part of their evaluation. Criteria shall include, but is not limited to:
1. Unique or atypical circumstances
 2. Funding history
 3. Ability to leverage additional funds
 4. Ability to leverage additional partners
 5. Audience to benefit from program, system, or activity
 6. Collaborative nature of program, system, or activity
 7. Advancement of the identified priorities and/or strategies of an Issue Area

V. Availability of Funds/Funding Source

- A. Based on the program, system, or activity, the Community Impact committee shall recommend an appropriate funding source. Funding sources include but are not limited to:
1. Community Fund
 2. Emergency Fund
 3. Investment Fund

VI. Decisions of the Board

- A. All decisions of the United Way Board of Directors are final.

Red Feather Grant Procedure

I. Proposal Process

- A. United Way, its partners, or volunteers identify a need for funding, the potential recipient will be advised by United Way to complete a proposal based on the best available reference document for the timeframe available (i.e. Community Investment Application, Venture Grant Application, Emergency Fund letter criteria, etc)

- B. Proposals are to be submitted in electronic format.
- C. If approved, a funding agreement, IRS determination letter, and a signed Counterterrorism Compliance form must be received to receive grant funds.

II. Evaluation Process

- A. Special meetings may be called of the Vision Councils and/or Community Impact Committee to consider funding proposals.
- B. Time permitting, all proposals are first sent to Vision Councils to screen for alignment to the identified Issue Area.
- C. Proposals which pass Vision Council review and/or which are identified by the Vision Councils will be sent to the Community Impact Committee for review.
- D. When there are questions regarding an organization and/or program's eligibility, the United Way Director of Community Impact will forward an eligibility recommendation to the Community Impact Committee.
- E. An organization and/or program's eligibility may be determined in person or via email where there is a consensus among the Community Impact Committee.
- F. When the Vision Councils and/or Community Impact Committee has questions regarding a proposal, UW's Director of Community Impact will contact the lead organization/program to seek an answer to the question(s). The answers are then forwarded to the respective group.
- G. Organizations/Programs under consideration may be asked to participate in meetings of the Vision Council and/or Community Impact committee, in person or electronically, for the purpose of addressing additional questions that may be presented regarding the grant proposal.
- H. The Community Impact Committee forwards its recommendation to the United Way Board. The United Way board takes final action.

III. Grant Reporting

- A. Reporting terms of Red Feather Grants will be negotiated and agreed upon between United Way and recipients.
- B. Based on the final reporting plan, proposals will be evaluated and the terms of the funding agreement will align with that of Community Investment Funding Agreements.
- C. Specific reporting compiled by the programs/organizations will be review by Vision Councils. Red Feather Grants will be subject to the same ongoing review processes as all other United Way funding, which includes review by Vision Councils.

Financial Review Addendum

Financial Review Terms

The Financial Review process considers a series of financial documents as well as other organizational documents to confirm the non-profit/ non-profit fiscal agent's health and function as an organization.

The following basic conditions or accountability standards will be considered during the financial review:

- A. ACH Information
 - ii. Did the organization indicate their ACH information is on file with UW or did they provide the information for processing?
- B. Counter Terrorism Compliance Form

If funded, organizations must submit a signed Counter Terrorism Compliance form. Acquiring this up front allows for the Financial Review Teams to be certain that all funded partners will comply with this standard.

 - i. Did the president/CEO check all the agreement boxes and sign the document?
- C. IRS determination letter
 - i. Did the organization submit an IRS Determination Letter with the correct organization name reflected?
- D. List of Board of Directors
 - i. Did the organization submit a list of its current Board of Directors?
 - ii. Did the organization provide personal contact information for each Director on the correct form?
- E. Bylaws
 - i. Did the organization submit a copy of the Current by-laws with the date of board approval noted on or within the document?
- F. IRS 990 and Most recent audit (or document complying with the breakdown below) and management letter (if applicable). Under special circumstances UW reserves the right to require an independent audit instead of a review from the organization.
 - i. Did the organization submit the requested documents according to the following parameters?
 - a. **Total revenues of less than \$50,000** – internally prepared financial statements consisting of a balance sheet and an income/expense statement, verification that 990-N postcard was filed
 - b. **Total revenues of \$50,000 to \$199,999** – *Signed copy of IRS form 990EZ and compiled financial statements issued by an independent certified or licensed accountant
 - c. **Total revenues of \$200,000 - \$299,000** – *Signed copy of IRS form 990 and reviewed financial statements (with full-disclosures) issued by an independent certified or licensed accountant
 - d. **Total revenues of over \$300,000** – *Signed copy of IRS form 990 and audited financial statements (with full-disclosures) issued by an independent certified or licensed accountant

*If filed electronically, please submit the signed e-file authorization form with the organization's 990 as evidence of signature.
 - ii. Did the organization submit the correct IRS 990 or equivalent form for their organization's size is it less than 18 months old, and is it signed by all parties?
 - iii. Does the organization limit administrative and fund raising expenses to 25% of the lesser of total support and revenue or total expenses?

- a. Organizations that have administrative and fund raising expenses exceeding 25% are not eligible for Community Investment Grants.
 1. Organizations not in compliance with this policy will be notified and required to explain in writing the problem and corrective action to be implemented.
 2. Based on the organization's written explanation, and with United Way Board approval, organizations may remain eligible to receive allocations for the remainder of the annual funding agreement and the subsequent annual funding year if applicable based on submission of financials with administrative and fund raising expenses below 25%
 3. If the subsequent annual funding year is an application year, organizations are eligible to apply only if the administrative and fundraising expenses do not exceed 25% as evidenced in the submitted financial information.
 4. If the situation is not corrected in the subsequent funding year, the organization may require a fiscal agent or may not be eligible for funding at the discretion of the United Way Board.

Calculations formula for Admin %

990 Calculation

Part IX line 25 column C _____ + Part IX line 25 column D _____ = _____

Divided by LESSER OF Part VIII line 12 column A _____ OR Part IX line 25 column A _____ =

_____ _A
 Administrative % = _____ _A X 100

EZ Calculation

Line 17 _____ - line 32 _____ = _____

Divided by the LESSER OF line 9 _____ OR line 17 _____ = _____ _A

Administrative % = _____ _A X 100

iv. Does the audit (or equivalent document) coincide with the fiscal year reported on the submitted 990 document?

v. Does the audit or equivalent document meet the additional UW audit standards?

If compiled financial statements are submitted:

- a. Comparative 2-year statements or comparative totals for prior year
 - (1) If unable to produce comparative statements, organizations must submit the prior year's compiled financial statements.

If reviewed financial statements are submitted:

- a. Statements are prepared in accordance with generally accepted accounting principles (GAAP). (Special Note on Donated Goods/Services: Because it is difficult to place a monetary value on donated goods and services, their values are not usually recorded. Donated goods and services may be included only if specific GAAP guidelines are followed in determining the value of these items.)
- b. Comparative 2-year statements or comparative totals for prior year.
 - (1) If unable to produce comparative statements, organizations must submit the prior year's reviewed financial statements are submitted.

If an audit is submitted:

- a. The audit has an unmodified/unqualified opinion.
Organizations applying for funding who submit a qualified audit will be notified and required to explain in writing the problem and corrective action to be implemented. The organization may remain eligible for Community Fund allocations upon approval of the United Way Board of Directors.
 - (1) If the situation is determined that corrective action is needed, and it is not, in subsequent years of funding, the program/organization may require a fiscal agent or may not be eligible for funding.
- b. Statements are prepared in accordance with generally accepted accounting principles (GAAP). (Special Note on Donated Goods/Services: Because it is difficult to place a monetary value on donated goods and services, their values are not usually recorded. Donated goods and services may be included only if specific GAAP guidelines are followed in determining the value of these items.)
- c. If applicable, is the audit performed in accordance with Government Auditing Standards.
- d. Comparative 2-year statements or comparative totals for prior year.
 - (1) If unable to produce comparative statements, organizations must submit the prior year's audited financial statements.
- e. If applicable, a copy of the Management letter/letter of reportable conditions from the auditing firm.
 - (1) If a management letter/letter of reportable conditions was not issued, the organization must submit a letter from the independent firm, CEO, or CFO stating this fact.
 - (2) Organizations who submit a management letter/letter of reportable conditions with any internal control related issues, as recommended by the Financial Review Team, will be notified and required to explain in writing the problem and corrective action to be implemented. The organization may remain eligible for Community Fund allocations upon Community Impact Committee approval.
 - A. If the situation is determined that corrective action is needed, and it is not, in subsequent years of funding, the program/organization may require a fiscal agent or may not be eligible for funding.

G. Additional documentation for fiscal agents:

- i. A signed letter stating how the organization serving as fiscal agent intends on supporting the applying organization/program. (Preferably this will be submitted as a signed MOU/MOA)
 - a. Did the organization submit a letter, or equivalent document, stating how they will interact with the program applicant?

Review of the Evaluation Process

Upon completion of the review of funding applications by UW Vision Councils, the UW Board of Directors allocates all available funds. Because no funds are withheld from distribution by the UW Board of Directors, no appeal, review, or request for reconsideration or redistribution of funds is possible or allowed. The Board decision regarding funding allocations is final.

The manner in which an organization's application for funding is considered, however, can be reviewed by the Executive Committee of the Board of Directors at the request of an organization. Such a review would proceed as follows.

At any time prior to 5:00 pm three business days following the program presentation as set forth by the annual Community Investment Calendar, any organization can seek review by the Executive Committee of the UW Board of Directors of the process by which that organization's funding application has been considered. That review is exclusively limited to consideration of the following issues.

- (1) Was the organization seeking review given the same opportunity as all other organizations to file an application for funding?
- (2) Was the organization seeking review required to meet the same deadlines, application requirements, and procedures as all other organizations?
- (3) Was the organization seeking review given the same opportunity for training, instruction, and guidance prior to submitting its funding application, as all other organizations?
- (4) Did the UW staff reasonably respond to inquiries or requests for assistance presented by the organization prior to the deadline for submission of funding applications?
- (5) If not previously eliminated from consideration, did organization representatives have the same opportunity to prepare for and appear before the funding panels as all other organizations?
- (6) At any time during the application process were any requirements imposed on the organization seeking reviews which were not imposed on all other organizations?

The request for such a review must be made by the organization in writing, delivered to the UW Office no later than 5:00 pm on the third business day following the program presentation as set forth by the annual Community Investment Calendar. The written request for review must state which of the above-noted issues are the bases for any review and include any information or documents which support their request.

Any such written requests for review will be submitted to members of the Executive Committee of the UW Board of Directors. The Executive Committee will decide upon, and take, any action necessary to ensure that any issues raised by the organization seeking review are considered, and to ensure each organization has been given a full, equal, and fair opportunity to seek UW funding in accordance with UW procedures. The decisions of the Executive Committee regarding consideration of a written review, and any action to be taken on that review, is final.

No Request for Review submitted after 5:00 pm on the third business day following the program presentation as set forth by the annual Community Fund Calendar can be or will be considered. If no requests for review are received at this time then the Board of Directors shall proceed with allocations as if all organizations have received fair and equal consideration of funding applications.

Funding Agreement Addendum

Funding Agreement Terms

The following basic conditions or accountability standards which the UW funded partners must agree to in accepting UW funding.

- A. The organization receiving UW program funding agrees to:
 - i. comply with the Community Investment policies and procedures; and
 - ii. comply with and maintain all of the standards and requirements for partnership (See UW Partnership document),
 - iii. run a good faith UW Campaign,
 - iv. Identify the program, or organization when relevant, as a United Way funded partner at all fund raising events and written solicitations,
 - v. communicate and ensure UW is aware of all programmatic changes,
 - vi. operate within the conditions of the Program Funding Agreement; and
 - vii. submit to the UW fiscal, program, and management information on UW forms, and comply with the budgetary and Community Fund policies established by the UW; and
 - viii. return to the UW all unused restricted UW funds; and
 - ix. return the completed Program Funding Agreement to the UW by a time designated by the UW prior to receiving funding.
- B. Unless otherwise terminated by UW of Central Illinois, all signed funding agreements will terminate at the end of its designated term.
- C. Nothing in this agreement shall require UW to be financially obligated to distribute the agreed upon funds to the organization if sufficient funds are not available to fulfill that obligation due to unexpected collection and/or campaign losses.
- D. Changes to and termination of funding agreements:

The organization has a responsibility to promptly notify UW regarding any operational changes of a significant nature which may have an effect upon the conditions agreed to in this document or upon the UW organization relationships in general.

If, at any time during the life of this agreement, it becomes necessary to change the scope of the program(s) to be provided by this agreement, the time period of the agreement or the amount of money being allocated by UW, such changes, after being mutually agreed upon by and between the organization and UW shall be effective when incorporated in written amendments to this agreement.

UW may terminate or change a funding agreement and funding in the event of occurrence of any of the following conditions:

1. A breach of the funding agreement occurs by the organizations involved.
2. Significant reduction in a program's support from sources other than UW with the result that UW's support of the program is insufficient to maintain the service being provided.
3. Determination by UW that the organization fails to comply with UW Community Invest Policy.
4. Insufficient documentation and/or outcomes are achieved by funded partners
5. Any change, increase or decrease, to the UW of Central Illinois Campaign for the Common Good
6. If any conditions listed above in Part D, (1-5) exist, the UW shall issue a letter of intent to terminate this agreement. Upon action by the UW Board of Directors, termination shall be effective on the date stipulated in the letter of intent to terminate.

Advancement in Funding Addendum

UWCIL Policy on Advancing Board Approved Program Allocations

It is the United Way of Central Illinois (UWCIL) policy to make payments to agencies pursuant to funding agreements in monthly installments of equal amounts whenever possible. The purposes for this policy include the desire to accommodate the scheduled receipt of donations to UWCIL throughout the calendar year, to maintain consistency in cash flow both for the UWCIL and agencies, to facilitate year-long compliance with funding agreements, and to promote appropriate accounting and compliance practices. As part of its funding agreements, agencies will be expected to accept payments in accordance with those funding agreements.

UWCIL recognizes that service providers may encounter emergencies, exigencies (urgent need or demand) , or circumstances during the term of a funding agreement which may present cash flow problems which endanger the success of funded programs.

In an effort to assist agencies in meeting certain limited exigencies or emergencies, the Board of Directors reserves the right to consider requests from agencies that the UWCIL make advancements on scheduled monthly allocation payments. Such advancements will be considered an exception to normal UWCIL policy and business practice, and will be considered only upon a showing of compelling cause. The determination of the existence of such compelling cause is within the sole discretion of the Board of Directors, and will include, but not be limited to, consideration of the following factors.

1. UWCIL can accommodate a requested advance by relying on the availability of adequate cash flow in UWCIL's accounts. UWCIL's Board will not consider making funding advancements out of its investment funds
2. Advancements will support the funding of programs which are the subject of an existing funding agreement. Advancements cannot be made to fund programs which are not the subject of such agreements. Advancements can only be made for amounts previously approved by the Board of Directors and only for the portion of the allocation not yet paid in monthly installments
3. The requested advancement is not eligible for other UWCIL funding. Advancements will only be made after a determination that the exigency or emergency confronting the program at issue, or the agency providing that program, are not eligible for emergency funding under the UWCIL emergency funding policies.
4. Any request by an agency for such an advancement, and any agreement by UWCIL to make such an advancement, will include a mutual agreement to review the terms of the original funding agreement and if necessary and appropriate, to renegotiate the terms and conditions of that funding agreement so as to promote the long-term success of the funded program and the agency. Renegotiations will include, but are not limited to, consideration of program outcomes, outputs, numbers of clients served, duration of the program, location of services, and available and possible collaboration with other willing agencies.
6. The exigency or emergency requiring the advancement was not reasonably foreseeable in the normal course of the agency's business.
7. The agency does not have available funds required to meet that exigency, including temporary funding or advancement from the agency's own cash reserves, other grants or funding sources available at the time of the requested advancement, or other funding sources relied upon or anticipated by the agency at the time the funding agreement was executed
8. The need for the advancement is not based on a shortfall in the agencies own expected or anticipated community fund raising or anticipated non-governmental grants.

9. The need for the advancement is not the result of inappropriate accounting, cash flow, or business management practices.

10. The advancement provides a reasonable likelihood of assisting an agency carry out the terms of its funding agreement, securing the survival and continuity of the program, and continuing to offer to the community the service described in its funding application. Advancements will not be considered if it becomes apparent that such a payment will not substantially increase the likelihood of the long-term success of the program.

11. The advancement of program funds will impact the long-term success and viability of the agency by preventing the unwarranted diversion of other agency funds committed to other agency programs or services. Advancements will not be considered if it becomes apparent that such a payment will not substantially increase the likelihood of the long-term viability of the agency.

All requests for an advancement of previously approved allocations must be made in writing with a detailed description of the basis and circumstances giving rise to the need for the funds at issue. The request must include an appropriate financial accounting of the program's funds. The request must also address the applicable factors set out above. The Board of Directors will consider every request for advancement set out in accordance with the above factors and thereafter will request additional information from the agency which the board, in its sole discretion, determines is necessary for proper consideration of the request.

In making a request for the advancement, every agency will be deemed to recognize that the request is an extraordinary measure outside the normal course of UWCIL policy and business practice, and is subject to the sole discretion of the Board of Directors and the availability of UWCIL's financial position.

APPENDIX

Financial Review Document Checklist

For non profits and fiscal agents:

- ACH Form (If applicable)
- Signed Counter Terrorism Compliance Form
- IRS determination letter
- List of Board of Directors with personal contact information
- Bylaws with the date of board approval
- IRS 990 and Most recent audit (or document complying with the breakdown below) and management letter (if applicable)
 - **Total revenues of less than \$50,000** – internally prepared financial statements consisting of a balance sheet and an income/expense statement, verification that 990-N postcard was filed
 - **Total revenues of \$50,000 to \$199,999** – *Signed copy of IRS form 990EZ and compiled financial statements issued by an independent certified or licensed accountant
 - **Total revenues of \$200,000 - \$299,000** – *Signed copy of IRS form 990 and reviewed financial statements (with full-disclosures) issued by an independent certified or licensed accountant
 - **Total revenues of over \$300,000** – *Signed copy of IRS form 990 and audited financial statements (with full-disclosures) issued by an independent certified or licensed accountant
 - *If filed electronically, please submit the signed e-file authorization form with the organization's 990 as evidence of signature.

Additional documentation for fiscal agents:

- Signed letter, MOU, or MOA stating how the organization serving as fiscal agent intends on supporting the applying organization/program.

Financial Review Score Card

| | | | |
|--------------------|---------------|--------------------------------|--|
| Date: | | | |
| Organization Name: | | | |
| Fiscal Agent? | Yes No N/A | If yes, for what organization? | |
| Issue Area: | | | |
| Programs: | | | |

| Criteria | Y/N/NA |
|---|--------|
| ACH Information | |
| Did the organization indicate their ACH information is on file with UW or did they provide the information for processing? | |
| Counter Terrorism Compliance Form | |
| Did the president/CEO check all the agreement boxes and sign the document? | |
| IRS Determination Letter | |
| Did the organization submit an IRS Determination Letter with the correct organization name reflected? | |
| List of Board of Directors | |
| Did the organization submit a list of its current Board of Directors? | |
| Did the organization provide contact information and professional affiliation (where appropriate) for each director of the board? | |
| Bylaws | |
| Did the organization submit a copy of the Current by-laws with the date of board approval? | |
| IRS 990 | |
| Did the organization submit the requested document for their organizations size? | |
| Is the document signed by all required parties or did they submit a signed e-file authorization form? | |
| Is the appropriate form less than 18 months old? | |
| Does the organization limit administrative and fund raising expenses to 25% of the lesser of total support and revenue or total expenses? | |
| Their administrative and fund raising expense is _____% | |
| Audit/Financial Statements | |
| Did the organization submit the requested document for their organizations size? | |
| Does the audit (or equivalent document) it match the same year span as the submitted 990 document? | |
| Does the audit (or equivalent document) have comparative statements? If not, did they submit the prior year's statements/audit? | |
| Was it completed in accordance with GAAP? | |
| If applicable, was it completed in accordance with GAS? | |
| Audit Only: Was it an unmodified/unqualified opinion? | |
| Was a Management letter/letter of reportable conditions submitted? Or was a letter stating one was not issued submitted? | |
| If applicable, were financial statements for the regional office submitted? | |
| (Required for Fiscal Agent) | |
| Did the organization submit a signed letter, MOU, MOA? | |

Funding Agreement Example

United Way of Central Illinois
Community Investment Funding Agreement
Month DD, Year-Month DD, Year



United Way of Central Illinois

Grantee/Funded Community (Delivery) Partner:

Grantor:

Organization Name

Funder

Program Receiving Funding

Amount of Funding

Grant Award for Fiscal Year ####-####

United Way of Central Illinois (UWCIL) and its Community Partners share a mutual responsibility to work together to improve lives in Sangamon and Menard Counties by bringing together nonprofit, business and community leaders and individuals to identify, assess and address the community's health and human service needs.

UWCIL creates change by investing in programs and ideas that show a capacity to improve communities and the lives of its citizens. Standards and expectations are placed on grantees in order to ensure a return on investment and the opportunity to engage stakeholders in meaningful ways.

Each funded Community Partner is required to sign a UWCIL Community Investment Funding Agreement.

Please read all the details of this agreement below and affirm the acceptance of the agreement by signing and returning one original copy by July 15, 2016 to UWCIL. The organization is asked to keep the second signed copy for their files.

Mutual Responsibilities and Obligations

Partnership requires a two-way avenue of support and implies a high level of trust between the partners. We recognize that both UWCIL as well as the grantee require a level of mutual independence as well as a high level of cooperation. The partners and UWCIL need one another and the community needs both.

Both the Grantee and Grantor by signing this document agree to:

- A. Uphold the Community Investment Policies and Procedures;
- B. Work toward funding and implementation of the program described in the funding application, and to rely on the funding application, as changed by any subsequent agreement of the parties, as the basis for evaluating and determining compliance with the funding agreement.
- C. Agree not to change the scope or content of funded programs without mutual and negotiated consent.

The organization's funding application, and changes thereto mutually agreed upon by the parties, are attached hereto and incorporated herein as part of this agreement.

UWCIL of Central Illinois Responsibilities and Obligations

As a grantor, UWCIL agrees to:

- A. Conduct its activities through a voluntary board of directors, voluntary vision councils, officers and a paid professional staff;

- B. Maintain financial records in accordance with Generally Accepted Accounting Principles (GAAP) showing how funds are disbursed, in order to demonstrate its accountability to Community Partners;
- C. Monitor and share the individual and collective results of Community Partner's efforts to meet expectations and requirements of this Agreement with UWCIL staff and volunteers, as appropriate;
- D. Monitor and share the results of the Community Partner's program and client outcomes with UWCIL staff, volunteers, and the local community;
- E. Promote the services and programs of partners;
- F. Provide clear communication of expectations and deadlines to its Community Partners;
- G. Uphold the highest level of transparency with its Community Partners;
- H. Engage the community as a whole to inspire increased engagement and advocacy around core issues in the community; and
- I. Provide capacity building and program support as appropriate.

Grantee Responsibilities and Obligations

The organization receiving UWCIL program funding agrees to:

- A. Comply with and maintain all of the standards and requirements for partnership (See UWCIL Partnership document);
- B. Conduct a good faith UWCIL Campaign;
- C. Identify the program, or organization when relevant, as a UWCIL community partner at all relevant fund raising events and written solicitations (See UWCIL Communication Guidelines);
- D. Maintain approved status by ensuring all documents under the financial review process are continuously up-to-date and meet UWCIL requirements (See Financial Review Addendum);
- E. Host site visits as scheduled to highlight the funded program;
- F. Conduct and operate the programs as described through the application process without changes or modifications to the program which are not expressly agreed upon by the UWCIL and the organization;
- G. Operate within the conditions of the Program Funding Agreement;
- H. Submit to the UWCIL fiscal, program, and management information on UWCIL forms, and comply with the budgetary and Community Investment policies established by the UWCIL;
- I. Create and maintain open communication with UWCIL through timely quarterly reports on outputs; and when required annual outcome and financial reports (See reporting calendar);
- J. Ensure continuous updates are given to United Way beginning within 30 days of the start of the funding cycle and every quarter thereafter, that the program, as described in the funding application and mutually agreed changes thereto, is underway and being implemented by the organization; and
- K. Return to the UWCIL all unused restricted UWCIL funds.

Compliance and Rules of Payment

- E. Unless otherwise terminated by UWCIL, all signed funding agreements will terminate at the end of its designated term.
- F. Nothing in this agreement shall require UWCIL to be financially obligated to distribute the agreed upon funds to the organization if sufficient funds are not available to fulfill that obligation due to unexpected collection and/or campaign losses.
- G. Changes to and termination of funding agreements
If, at any time during the life of this agreement, it becomes necessary to change the scope of the program(s) to be provided by this agreement, the time period of the agreement or the amount of money being allocated by UWCIL, such changes, after being mutually agreed upon by and between the organization and UWCIL shall be effective when incorporated in written amendments to this agreement. Both the organization and UWCIL acknowledge that funding for programs that are not consistent with the funding application or agreed changes thereto will be adjusted to reflect that inconsistency.

UWCIL may terminate or change a funding agreement and funding in the event of occurrence of any of the following conditions:

1. A breach of the funding agreement occurs by the organizations involved;
2. Significant reduction in a program's support from sources other than UWCIL with the result that UWCIL's support of the program is insufficient to maintain the service being provided;

3. Determination by UWCIL that the organization fails to comply with UWCIL Community Investment Policy;
4. Insufficient documentation and/or outcomes are achieved by funded partners;
5. Any change, increase or decrease, to allocable dollars available; and
6. It is determined by the UWCIL that the program was not implemented or operated as described in the funding application and any agreed changes thereto.
7. If any conditions listed above in Part C, (1-6) exists, the UWCIL shall issue a letter of intent to terminate and/or change this agreement. Upon action by the UWCIL Board of Directors, termination shall be effective on the date stipulated in the letter of intent to terminate and/or change.

Signing below signifies acceptance of this funding agreement and the terms of service:

Reporting Calendar Example

2017-2018 United Way Community Investment Reporting Calendar for ALL programs

1. 30 day report due August 31, 2017

- a. This report will be completed through e-CImpact and will consist of a brief paragraph summary of how the program is going, and what prep work is being done to begin the program as described in the program application. This is to provide our Vision Council and board reasonable assurance that you will be able to complete the program as described.
- b. This report will also consist of completing a check-list signifying you are completing elements as described in the funding agreement such as campaign, communications, and reviewing community impact forms.

2. Quarter 1 Output Report due October 20, 2017

- a. This report will be completed through e-CImpact and will consist of updating output numbers for the first quarter (July 1-September 30) and you will once again provide a brief paragraph of how service delivery is going. We will also ask for a unique success story from the past 3 months of program implementation.

3. Quarter 2/Mid-Year Report due January 19, 2018

- a. This report will be completed through e-CImpact and will consist of updating output numbers for the second quarter (October 1-December 30) and you will once again provide a brief paragraph of how service delivery is going. You will also provide a mid-year actual update on the budget and the funds you have spent thus far, and we will ask for a unique success story from the past 3 months of program implementation.

4. Quarter 3 Output Report due April 20, 2018

- a. This report will be completed through e-CImpact and will consist of updating output numbers for the third quarter (January 1-March 31) and you will once again provide a brief paragraph of how service delivery is going. We will also ask for a unique success story from the past 3 months of program implementation. You will also be asked to provide a end of year projected budget and a next year projected budget (if applicable).

5. Annual Report due August 15, 2018

- a. This report will be completed through e-CImpact and will consist of updating and deduping deliverables from the past year. It includes submitting final numbers for outputs, outcomes (if applicable), demographics, and budget in the aggregate for the past funding cycle. We will also ask you to report on any changes you believe you need to make to your program based off data and/or the desires of the Vision Council, and how these will be implemented as mutually agreed upon.

Reporting Calendar for each new grant year will be released in June prior to the July 1 start date.