



UNITED WAY OF GORDON COUNTY FUNDING APPLICATION PROCESS AND INSTRUCTIONS

Interested organizations must follow these steps to apply for funding from the United Way of Gordon County.

- I. **Declare Intention to Apply:** Submit a completed Declaration of Status Form outlining the eligibility requirements for Partner Agency and Program Grant funding opportunities. Organizations that do not submit the completed Declaration of Status Form and required documents will not be eligible to apply for funding. Submit the Declaration of Status Form, budget, service data, and employer service data by **January 19, 2024**.
- II. **Applications Available:** Applications will be emailed to all organizations that submit the Declaration of Status Form and require documents by **February 1, 2024**.
- III. **Application Due Date:** Applications must be submitted via email by **March 15, 2024**.
- IV. **How to Apply:** Submit the Completed application and all required documents to Stacy Long at slong@gordoncountyunitedway.org by March 15, 2024.
- V. **Submission Checklist:** Organizations must submit all completed documents below to be eligible for funding.

Partner Agency:

1. Completed and Signed Partner Agency Application.
2. Signed Code of Ethics
3. Signed Statement of Agreement
4. IRS Determination Letter – 501(c)(3) Status Letter
5. Charitable Organization Permit
6. Articles of Incorporation
7. Signed Board Meeting Minutes (where allocation request was discussed and approved)
8. Board of Directors List with Contact Information
9. Most Recent 990 tax returns
10. Board By-Laws (Board Approved)
11. Employee Handbook (Board Approved)

Program Grant:

1. Completed and Signed Program Grant Application
2. Signed Code of Ethics
3. Signed Statement of Agreement
4. Status Letter-501(c)(3) or government entity letter for PROGRAM governing entity
5. Charitable Organization Letter for 501 (c)(3) organizations
6. Signed Board or Committee Meeting minutes for the last meeting
7. Board or Committee List with Contact Information
8. Most Recent 990 tax returns for 501(c)(3) or Financial Statement for other entities

- VI. **Funding Request Clarification Meetings:** The United Way of Gordon County Board or applicant entity may request to meet with the Allocations Committee before the Agency Panel Review. The funding request clarification meetings are designed to allow the Allocations Committee to ask questions of the applicant's director and have a better understanding of the application, operations, or funding requests. Meetings will be conducted between April 15 and April 30.
- VII. **Maximum Funding Approval:** The Board of Directors, at the recommendation of the Allocations Committee, will make initial determinations of applicant maximum funding designations. This will ensure that all allocations to applicants stay within the allocations budget. Before the applicant site visit, this information will be shared with the Agency Review Panel. This information will not be shared with applicants until the Board makes the final funding decisions, as this amount may change depending on recommendations of Agency Review Panels.
- VIII. **Agency Panel Review:** Each applicant will have a site visit or panel review by an Agency Review Panel. Review panels consist of four to eight community volunteers and one to two United Way Board members. Review panels may be smaller for Program Grant applicants. After site visits, the Volunteer Review Panel will recommend applicant funding to the Allocations Committee.
- IX. **Final Funding Decisions:** Final funding decisions will be made by the full Board of Directors at the recommendation of the Allocations Committee.
- X. **Funding Award Notifications:** Funding notifications will be made by July 1. For 2024, funding for Partner Agency Awards will be awarded in two parts for 2024 and 2025. Awards for 2024 will cover the six months between July 1 and December 31. Awards for 2025 will cover the entire calendar year. Funding notifications for Program Grants will be for 2024 only.
- XI. **Funding Distribution:** Partner Agency Awards will be distributed in September and December for 2024 and March, June, September, and December for 2024. Program Grant Awards will be distributed in either October or December 2024.
- XII. **Funding Appeals:** Applicants who have questions about their funding may seek clarification from the Executive Director, who may direct applicants to the Allocations Committee Chairperson or Board Chairperson. Applicants taking exception to United Way Allocation policies or funding award amounts shall submit appeals requests in writing. Appeals requests will be reviewed by the Allocation Committee, with the Board of Directors having the authority to make final decisions for appeals. Notification will be made to applicants in writing to respond to formal appeal requests.
- XIII. **Help or Questions:** Applicants who have questions about the application process can contact Stacy Long at slong@gordoncountyunitedway.org or 706-602-5548. United Way of Gordon County cannot help applicants complete applications or documents to prevent conflicts of interest.