

## 2022 United Way Partner Agency Grant Process

To streamline the sharing of information on our United Way grant process, and to reduce the questions/clarifications requested, we are requiring all applicants this year to review the below details and sign & date the form below.

**Once this signed form is returned to United Way, you will be issued log-in access to our application portal, along with the COVID supplement to upload in the attachments section.**

### Timeline:

- December 6<sup>th</sup> at 9am → application site opens
- January 21<sup>st</sup> at 5pm → application site closes (absolutely NO exceptions)
- February 15<sup>th</sup>-23<sup>rd</sup> → interviews will be held (more details to follow)
- March 8<sup>th</sup> → United Way board meets to determine 2022 grant allocations
- March 31<sup>st</sup> → 1<sup>st</sup> quarter grant checks mailed to those approved for funding

### Important Reminders:

- All attachments must be saved as pdfs before uploaded to your application.
- SAVE a copy of your application before you submit it to United Way. You CANNOT access your application once you have submitted it.
- SAVE your application often so you do not lose work if your browser times out on our site.

### Interview Schedule:

- Tuesday, February 15 → 9:00am – noon
- Wednesday, February 16 → 1:00 – 4:00pm
- Thursday, February 17 → 9:00am – noon
- Monday, February 21 → 1:00 – 4:00pm
- Wednesday, February 23 → 9:00am – noon

**Please email our United Way office to confirm if any of the dates/times noted below would NOT work for your interview.** Interviews will once again be held via Zoom, with the schedule set by the end of January.

### Applicant Requirements:

- Maintain tax-exempt status under Section 501(c)(3) of the IRS Code and other applicable state and local regulations OR fall under the tax-exempt umbrella of a government agency, school or church.
- Account to the general public through publication of an annual report or other appropriate means.
- Agree to comply with applicable United Way of Jefferson & North Walworth Counties' agency agreement.
- Provide health and/or human care service(s) to the residents of Jefferson & North Walworth Counties.
- Show that service(s) are not primarily for the benefit of any religious purposes.
- Show that service(s) are not political in nature.
- Demonstrate that service(s) are made available to all in the target population regardless of ability to pay.

**Before applying, please confirm your organization and your community work meets ALL of the requirements.**

I have reviewed the above information, confirm our organization's eligibility, and have retained the details for my reference.

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Name

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Date

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Organization Name