

## Instruction Sheet to accompany Agency Application

United Way of Loudon County

[www.unitedwayloudoncounty.org](http://www.unitedwayloudoncounty.org)

April 1, 2022 – March 31, 2023 Funding Year

### **General Information (SECTION 1)**

- Please note that you must complete a separate application for **each program** for which you are requesting funding.
- Please email copies of the proposal (Sections 2-6) along with one "Checklist" (Section 7) for Agencies Submitting United Way Requests, regardless of the number of programs submitted for funding.
- All proposals are due by **Friday, February 17, 2023 at 5 p.m.** No late proposals will be accepted. If you believe that you cannot turn the application in on the 18th, please make arrangements to submit it earlier.
- Definitions and examples of focus areas:
  - **Education**-help children, youth, and adults achieve their potential by promoting school readiness, academic achievement, productive & engaged youth, and adult literacy & life skills. An example would be a program that seeks to improve a child's achievements in school or promote school readiness for a young child. UWLC focus is toward programs that will increase the graduation rate.
  - **Income**-promotes financial stability and independence by providing stable employment & access to job skills training, maximized income, increased savings, and financial assets for long term stability. An example would be a program that provides job skills training to individuals in order to improve their income and build assets.
  - **Health**-create opportunities to improve people's health such as maternal health & infant well-being, healthy lifestyle behaviors, health care coverage & preventive health and mental health. An example would be a program that provides medical services to low income working persons.
  - **Basic Needs**-resources given through human service networks providing emergency services, food & clothing, critical support services, and shelter & utilities. An example would be a program that provides shelter and emergency services to clients in crisis.

### **Funding Application**

#### **Cover Sheet (SECTION 2)**

- Please remember that applications are not valid without the signatures of the board president/chair and the Director or Executive Director.
- Be sure to choose the focus area (education, health, income, or basic needs) that most closely describes your program. If you believe that your

program fits more than one, please select the focus area that reflects the major part of the work. If you are still unsure, please contact Darcy Welch, UWLC Executive Director, [welchd@unitedwayloudoncounty.org](mailto:welchd@unitedwayloudoncounty.org) or (865) 582-4082.

- **Make sure that the contact phone number is the primary number for whoever can answer questions about the application and for accessing information on a daily basis.**
- **If the phone number for client services is different than the one for the contact person, please provide this number also.**

**Program Overview & Outcome Measurement**

**Program Overview (SECTION 3)**

- Please provide information as requested. Review questions prior to responding.
- Please keep in mind that results/outcomes and indicators should be formed thoughtfully in a way that can best measure the success of the program on clients’ lives.
- Be sure to include the appropriate number of outcomes, **question #5B**, for your program based on the level of funding that you are requesting for 2022-2023. The table below can be used as a reference.
- **On question #12 (or # 7 F&R 3A)**, please make sure the number you give reflects the number of **Loudon County people served only**. **Do not include** other counties data.

**Question #19 (or #11 F&R 3A), Success Story:** Please provide a success story from **2022**. This story may be used in the county brochure with agency and client permission.

- Be sure to include the appropriate number of outcomes, **question #5**, for your program based on the level of funding you are requesting for 2023-2024. The table below can be used as a reference.

Level of UW funding for the program	Number of indicators required
\$0-4,999	3
\$5,000-9,999	4
\$10,000-25,000	5

**Section 4: Program Budget Form**

- Refer to the “Chart of Accounts,” (SECTION 9), for detailed line item definitions.

**Section 5: Composite Agency Budget Form**

- Refer to the “Chart of Accounts,” (SECTION 9), for detailed line item definitions.

**Budget Explanations (SECTION 6)**

- Please provide a narrative explanation of all program budget line items (both expense and revenue) that increase/decrease in excess of 10%. **(Note: A variance in excess of 10% but under \$500 does NOT require an explanation).**

**Section 7: Checklist for Agencies Submitting United Way Requests**

- Red Highlighted items **must** be supplied. If not provided the application will not be accepted.
- Please mark each item included with your proposal on the checklist with an X.
- Note that you may bring extra materials/brochures to the **March** reviews.
- **IMPORTANT: Please check the expiration date on your State of TN Solicitation Permit and make sure it is current.**