



**Steuben County United Way
2010 Funding Cycle
Grant Application Overview**

PURPOSE

This funding opportunity was established to invest in projects and programs that address the three United Way focus areas in Education, Income and Health.

GRANT DURATION

Grants are awarded annually and will be disbursed quarterly.

ELIGIBILITY

All public or private, tax-exempt, health and human service organizations serving Steuben County residents are eligible to submit proposals.

The agency responding to the grant application as the Fiscal Agent on behalf of a collaborative is required to provide with the application proof of tax-exempt status. Additionally, if the proposal passes the first review and is considered for funding, the Fiscal Agent is required to submit its most recent IRS Form 990.

Organizations may apply and compete for funding, however those programs in alignment with the United Way's focus areas: Education, Income and Health will be given priority.

COLLABORATION

The Steuben County United Way values the ability and willingness of our community partners to work with each other to achieve positive results for participants. United Way defines collaboration as a structured, mutually beneficial relationship between two or more organizations that work toward a common goal by sharing resources, responsibility, authority and accountability for achieving results. It is more than agencies cooperating, responding to requests or referring clients. Collaboration demonstrates a jointly-developed structure and process for shared decision-making, problem-solving, communication, planning, allocation of resources, monitoring and evaluating the outcomes and deliverables of the project.

The organization assuming the role of fiscal agent or any of the collaboration partners may take the lead in different areas of responsibility. Each collaborative will define these roles differently as appropriate to the work and the organizations involved. Effective collaboratives will agree among the partners on the various roles, responsibilities and distribution of resources that will be necessary for the success of their joint effort.

If a collaborative is proposed, a Memorandum of Agreement (MOA) must be completed and signed by all collaborative partners and included with each proposal. In the MOA, outline the collaborative partners' agreed-upon roles and responsibilities, distribution of the project budget and the resources that each collaborative partner will bring to the project.

For granting purposes, one organization must apply for funding as the “Fiscal agent” on behalf of the project collaboration. This organization will hold the contract with United Way and take the responsibility for managing the funds on behalf of the collaborative, distributing funds as agreed to by the collaborative in its MOA and budget and maintaining records suitable for auditing. The Fiscal agent will also be responsible for submitting to United Way the required reports and documents on behalf of the collaboration.

FUNDING REQUIREMENTS

Requirements of the funding agreement with Steuben County United Way are outlined in the Agency Agreement. By signing the Agreement, you acknowledge that you have read the funding requirements and that your **proposal is submitted with full commitment.**

PROPOSAL REVIEW PROCESS

Proposals will be reviewed and scored with priority given to proposals that are most closely aligned with funding focus areas. Recommendations will also be based on application completeness including responses to all questions in the funding application, required forms, and all eligibility requirements. Submitting an application *does not* guarantee funding.

United Way volunteers will review and score each proposal using an assessment tool. The members will provide their review to the Community Investment Teams (CIT), which will make funding recommendations. Finalists may be interviewed by CIT Committee members before final recommendations are made to the United Way Board. All funding decisions are final.

TIMELINES

February 19: Grant Application available at www.unitedwaysteuben.org
March 30: **DEADLINE! Applications due by 12pm.**
April 5: Volunteers receive grant applications
April 7-21: Agency Interviews scheduled
April 28 CIT committee meets to finalize funding
April 29 Applicants notified of final Award funding decisions

SUBMISSION INFORMATION

Proposals are due at the United Way office no later than **12pm on March 30th , 2010.** Proposals submitted after the due date **will not** be considered. Incomplete submissions will not be considered. Please use black ink for all answers in a 12pt font.

Steuben County United Way
317 S. Wayne St., Ste.3D
Angola, IN 46703

In addition, an ELECTRONIC copy must ALSO be submitted by the March 30th, 12pm at darci@unitedwaysteuben.org.

ADDITIONAL INFORMATION

For more information or questions, you are encouraged to contact Darci Gaff at 260.665.6196