

**United Way of Henry County & Martinsville**

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**United Way of Henry County & Martinsville  
Community Investment Policy & Procedures**

**Revised: December 14, 2016**

**Revised: October 19, 2016**

**Revised: March 27, 2013**

**Adopted: Unknown**

**Purpose:** United Way of Henry County & Martinsville is committed to advancing the common good by supporting our focus areas of education, financial stability and healthy living. We view these areas as the building blocks for a good quality of life. We also provide financial support to services vital to the immediate basic needs of the most vulnerable in the community.

To advance the common good and support immediate basic need services, we target community investment grant funds to a set of priorities that the community has indicated are important. The Board's Community Investment Committee monitors these priorities and strives to provide opportunities to mobilize the community to help advance these priorities, which overtime will have a positive community impact. This document provides a framework for this process.

**Policy:** United Way's Community Investment Committee oversees an effective and organized volunteer process for awarding grant funds raised from United Way's Annual Campaign. Fundamental to this process is the essential requirement to be accountable to donors and investors by responsibly awarding funds for the purposes identified by the community and adopted by the Board. On behalf of the Board, this committee:

- Monitors these identified community priorities on an ongoing basis through United Way's Strategic Plan.
- Serves on the Community Investment Review Panel of 10 to 20 volunteers to vet grant proposals for the Board's consideration.
- Ensures the Community Investment Review Panel does the following:
  1. Uses United Way's priorities as a guide to award grant funds and maintain program accountability.
  2. Prioritizes basic need services.
  3. Considers supporting a framework for programs and/or partnering agencies to come together to help advance these priorities.
  4. Adheres to the Board's campaign designations philosophy, which is as follows:

*United Way does not support organized efforts to promote donor designations. However, we do respect the right of donors to exercise their choice in accordance to this policy. We will honor designations to current partner agencies and programs, subject to adjustments of shrinkage (percentage of uncollectible pledges) and administrative expenses. Designations to other United Ways also will be honored.*

5. Understands that the Board does allow agencies to appeal final decisions based on the following philosophy:

*The community investment grant review process is designed to assure a thorough and careful consideration of annual funding as determined by the Community Investment Review Panel. This panel recommends grant awards to the Board. The Board reviews recommendations and makes a final decision so that every effort has been made to be fair for each agency and program in light of the needs of all considerations and the availability funds. While funding from United Way is a grant award and is not tied to historical or continual funding patterns, the Board, out of respect of partner agencies and programs, will entertain appeals.*

Once grant funds are awarded, United Way's Agency & Volunteer Relations Committee monitors grant awardees' expenditures and activities. (See Monitoring Policy.)

## Procedures

- Program Eligibility
  1. Agencies' administering a program self-select which focus area (education, financial stability and healthy living) and/or immediate basic need service they would like to advance and/or support based on their abilities to align with United Way's Strategic Plan and identified community indicators.
  2. Eligible organizations must:
    - Document nonprofit status and reflect services meet a recognized human service need.
    - Prohibit discrimination by an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic.
    - Operate on a sound financial basis in accordance with GAAP and maintain adequate accounting and reporting systems; and if operating budget exceeds \$150,000, have an annual audit. Agencies with an annual operating budget under \$150,000 must have an annual financial review.
    - Be anti-terrorism compliant with the USA Patriot Act and other counter terrorism laws.
    - Complete a formal program funding agreement prior to receiving a grant award.
  3. In general, grant proposals seeking funds for the following will be deemed ineligible:
    - Political purposes or programs requiring religious participation
    - Fundraising expenses or debt reduction
    - Activities which are contrary to the goals, aspirations and policies of United Way or incompatible with United Way's mission as determined by the Board
- Community Investment Process and Timeline
  1. Volunteers of the Community Investment Review Panel are confirmed by the Community Investment Committee. Each volunteer is required to complete United Way's Conflict of Interest Acknowledgement and Disclosure form and participate in an orientation each year. United Way staff members are prohibited from being a member of the panel.
  2. The panel reviews grant proposals and meets with potential grantees after staff confirms all required sections of the grant proposal have been met and the Community Investment Committee, along with some of the panel members, has deemed proposals meet Board-approved priorities.
  3. The panel recommends to the Board grant awards.

4. If an agency wishes to appeal the Board’s decision as it pertains directly to the agency, agency officials must adhere to the following steps to be considered by the Board:
  - Submit a completed appeal application, along with supporting documentation for the basis of the appeal, no later than April 30.
  - Attend a called Board meeting to present the agency’s case for the appeal. Every effort will be made to have this meeting within 30 days in receipt of the appeal application and support document. All appeal decisions are final.
5. A timeline is as follows:

<b>Planning</b>	
Community Investment Committee approves: <ul style="list-style-type: none"> <li>• Requests for Grant Proposals, which will include community investment priorities</li> <li>• Community Investment Review Panel members and Orientation Date</li> </ul>	September
Board of Directors considers Community Investment Committee’s recommendations	October
<b>Grant Solicitation</b>	
Requests for Grant Proposals sent out	Early-November
Informational Meeting for Potential Grantees held	Mid-November
Grant Proposals due by COB	January
<b>Grant Review</b>	
Using a checklist, UW staff confirms all required sections of the grant proposal have been submitted	Mid-January
The Community Investment Committee, along with some of the members of Community Investment Review Panel, screens grant proposals to confirm that proposals meet board approved priorities	Late-January
Community Investment Review Panel has orientation and receives grant proposals and monitoring reports if applicable for review	Late-January
The panel interviews potential grantees	Late-February and/or Mid-March
The panel approves grant awards	March
Board of Directors considers the panel’s grant award recommendations (Special Board Meeting). Panel members do not have to attend this meeting.	March
<b>Grant Notifications</b>	
Notifications of grant awards go out	No later than April 1
Deadline to appeal decision by COB	April 30
Monthly Allocations begin for 12 months	May 1
<b>Monitoring</b>	
Monitoring of grant awards	September and October

- Grant Awards
  1. United Way awards funds on a 1/12 payment per month basis. We reserve the right to alter the payment schedule of all agencies based upon our cash flow.
  2. Other United Way grant opportunities may become available throughout the year. When this occurs, this policy and aforementioned procedures will be followed.