

2022-23 Community Investment Policies and Procedures for Annual Funding



United Way
of Racine County

Community Investment Overview

United Way of Racine County (UWRC) is committed to improving the health, education, financial stability, and basic needs of every person in our community. Our commitment to the building blocks of a good life is an investment in long-lasting change, not one-size-fits-all solutions. We know tackling our community's toughest challenges takes innovation and expertise. It also takes all of us working together to make sure everyone in our community thrives. UWRC's annual investment process provides funding to nonprofit community-based organizations for programs that serve Racine County residents and reflect this commitment to health, education and financial stability.

We are grateful for the corporate partners, donors, volunteers and advocates that trust and support our mission-driven community investment process. During the 2022-23 community investment cycle, UWRC will distribute program funds based on donor contributions from the 2021 and projected 2022 campaigns.

Community Investment Process

We encourage organizations to submit program proposals that clearly and concisely demonstrate how the organization is well-positioned to create impact in Racine County, and how their program will contribute to achieving United Way of Racine County's goals in health, education, financial stability and essential services as measured by specific outcomes, indicators and outputs.

Investment Volunteer Structure

Volunteer advisory teams oversee the community investment within four specific investment areas: health, education, financial stability and essential services. Volunteers who live or work in Racine County may join a community investment volunteer advisory team. The teams are comprised of issue experts and community leaders who review proposals and make funding recommendations in favor of programs that implement strategies and best practices that will have the greatest impact on critical community issues.



Request for Proposals Process

- The Request for Proposals opened on December 2, 2021 and was available online via eCImpact through the submission deadline of February 4, 2022.
- The organizations and the programs they propose must meet a number of standards to be considered for funding including organization eligibility and financial strength, program design and impact, and program budget.
 - The deadline for organizations to demonstrate eligibility was January 4, 2022.
 - Organizations that do not meet eligibility requirements are not allowed to submit a program proposal for review.
 - Organization eligibility is confirmed by United Way staff via the review of various documents and certifications provided by the organization prior to volunteer review of the proposals.
- Organizations may propose programming to take place at any location within Racine County.
 - Programs that take place at or in the vicinity of a community school are identified by United Way as a LIFT (Link and Inspire for Tomorrow) program.
 - Programs that do not take place at or in the vicinity of a community school are identified by United Way as a general program.
- Programs that specifically support and take place within one or more LIFT community school(s) and/or community school neighborhood(s) are required to answer additional questions within the proposal and to provide budget information specific to the programming proposed for a LIFT location.
- Proposal review took place in February, March and April 2022. The proposals are reviewed and evaluated by the appropriate volunteer advisory team (VAT) who in turn provide scores, funding rationales and recommended funding levels to UWRC staff and the Community Investment Committee (CIC). CIC reviews funding recommendations and rationales from all advisory teams, and forwards the following recommendations to the UWRC Board of Directors for review and approval.

Program Evaluation and Scoring

- Prior to reading any proposals, VAT volunteers are strongly encouraged to read the 2022 Community Investment Request for Proposals for additional context for what should be included in the proposal. This document is provided to all organizations that request United Way funding and serves as a guide to completing a successful proposal.
- Before each VAT meeting, the VAT volunteer reads each program proposal for their specific investment area in its entirety. They then use the criteria

described in this document to evaluate and score the proposal according to the community investment rubric.

- At the VAT meeting, individual volunteers share their objective views on the proposal and their individual scores with the rest of their volunteer advisory team. The volunteer advisory team collectively determines a single proposal score. This group score is used to rank the proposal and guide program funding recommendations.
- The community investment financial team (CIFT) reviews the financial status of an organization requesting funding. CIFT team reviews take place at the same time as the VAT team reviews, and CIFT team findings are shared with the volunteer advisory teams at each review meeting. CIFT reviews include an examination of the organization's financial statements/audit and management letter and organizational budget. The CIFT team uses a rubric to determine a pass/fail status and provides the strengths and weaknesses of the organization's financial capacity and status. This status is considered when funding recommendations are determined.
- LIFT programs must address community-specific aspirations and/or challenges and complete the additional questions within the proposal and provide budget information specific to the programming proposed for a LIFT location. Those responses, when present, are considered and incorporated into the overall proposal review. United Way community school staff and Racine Unified School District community school principals also review programs proposed for a LIFT location; their input is shared with the volunteer advisory teams prior to the funding recommendation discussions.
- In addition to scoring the program, volunteers provide rationales for the proposal score. Rationales are strength-based and constructive. They highlight why the program is recommended for funding and provide areas for improvement to the proposal. The scores and rationales are shared with the program when funding notifications are issued.

Rubric

VAT volunteers are directed to consider all information presented in the proposal when scoring. In other words, they don't look only to specific responses to score specific elements; they consider the proposal in its entirety.

Proposal evaluations considered the following:

- Alignment with United Way of Racine County's funding priorities – To what extent does the program complement UWRC's mission?

- The case for funding – To what extent is there a strong demonstration of need that uses current local data, a clearly defined target population and alignment between the need and the program’s approach?
- Use of data for continuous improvement – To what extent does the program use data to keep getting better?
- Equity – To what extent does the program demonstrate the ability to provide equitable and inclusive services to our diverse community?
- History of effectiveness – To what extent does the program have a recent track record of success?
- Outcomes and indicators/focus areas and outputs – To what extent are the proposed numbers ambitious and achievable? To what extent does the program have reasonable and reliable data sources, sound data tracking processes and appropriate measures of success?
- Budget and budget narrative – To what extent does the program budget and budget narrative demonstrate reasonable costs and sufficient, diverse revenue sources?
- Strength of program design – To what extent do the program narrative, outcomes and indicators/focus areas and outputs, and budget demonstrate consistency and alignment?

Funding Award Process

UWRC reserves the right to share all aspects of the community investment findings where appropriate with the public when local nonprofits submit a proposal.

Once the UWRC board of directors has approved the funding recommendations:

- An agreement for July 1, 2022 – June 30, 2023 is issued between UWRC and the funded organization or fiscal agent.
- An agreement may contain an addendum listing conditions or contingencies to be addressed by the organization.
- Ongoing funding is dependent upon compliance with the funding agreement and community investment policies and procedures and the specifics of the addendum being addressed in a timely manner.

Prior to issuing any award check:

- A notification of funding decision and volunteer findings is emailed to each organization’s executive director and board president.
- Programs awarded funding are provided a funding agreement.
- The funding agreement must be electronically signed by the deadline stated in the award letter.
- It is recommended the organization download a copy of notification letter, volunteer findings, and signed agreement for their records.

- The funding contract is null and void if not signed and returned by the organization by July 15, 2022.

Award checks are sent to the organization on a monthly basis provided:

- The agreement addendum, if any, is addressed.
- The program services are delivered as proposed at all approved locations.
- LIFT program services are delivered according to LIFT service calendar, if applicable.
- All compliance documents, including required reports, are up-to-date and submitted to UWRC.
- Funds are disbursed on a monthly basis unless otherwise agreed upon by UWRC and the funded organization or fiscal agent.

Funding communication:

- The amount of the funding award cannot be used by the organization as a rationale in funding appeals for additional program support.
- UWRC awarded program funding may be used as match dollars.
- At no time during the course of the year may organizations, their volunteers or other representatives solicit or advocate designations to their specific organization through the UWRC campaign.

Eligibility Documentation

Organizations that request and receive funding must meet eligibility requirements and maintain compliance with eligibility requirements at all times. This may require organizations to submit updated documents throughout the funding period. It is the organization's responsibility to track compliance expiration and to provide updated information on time within eCImpact.

Articles of Incorporation

The organization must be incorporated as a nonprofit organization (or have a fiscal agent that is incorporated as a nonprofit organization) for a minimum of six months, with a mission complementary to the mission of UWRC.

UWRC generally does not fund public institutions (supported by tax dollars), will consider exceptions if a partnership with the organization seems to be the best vehicle to achieve desired outcomes and community impact.

Tax Exemption

The organization must furnish documentation of the Federal Internal Revenue Service ruling indicating that the organization or its fiscal agent is an exempt organization under Internal Revenue Code section 501(c)(3) or other documentation of other nonprofit status.

Governing Body

Governance of the organization must be vested in a responsible and active local (southeastern Wisconsin) board of directors. The board must:

- Be comprised entirely of unpaid volunteers (except that the chief executive officer of the organization may be an ex-officio member), meet at least quarterly, and establish and enforce policies.
- Be large enough and structured in a manner to be representative of the community it serves.

Bylaws

The organization must provide bylaws that clearly define:

- The organization's purposes and functions.
- The organization of duties, authority and responsibilities of its governing body and officers, or board policies that contain such information.

Non-discrimination

The organization must maintain stated policies of nondiscrimination and comply with all requirements of state and federal laws and regulations on nondiscrimination and

equal opportunity, including the Americans with Disabilities Act (ADA), with respect to board and organizational operations.

- The organization must have an Affirmative Action Plan/Equal Employment Opportunity plan in compliance with state, federal and local guidelines.
- The organization must operate by policy and practice with no unlawful discrimination.
- This must be true in all aspects of the organization's operations, including service to people, selection of board, employment of professional and other staff, and the purchase of supplies.

Certificate of Insurance

The organization assumes all liability associated with the program. It is the organization's responsibility to have documentation that reflects organizational general liability insurance. A certificate of insurance is issued by an insurance company or broker. The document verifies the existence of an insurance policy and summarizes the key aspects and conditions of the policy.

Financial Conditions and Accountability

The organization must maintain accounting records that follow the current standards of accounting and financial reporting for voluntary health and welfare organizations.

- The organization is required to present a current board-approved organization budget with reasonable, diverse and sustainable funding sources.
- The proposed program's budget demonstrates reasonable, diverse and sustainable funding sources and expenses.
- The organization must provide a recent (within last 18 months) IRS Form 990 or 990EZ.

Financial statement review/audit reviews are reviewed by the community investment financial team.

- Most recent financial statement review/audit (within the last 18 months): an annual financial statement review/audit review from a Certified Public Accountant (CPA) who is not affiliated with your organization following the end of your most recent fiscal year. Draft financial statement review/audit will not be accepted.
 - Those Organizations less than \$200,000 in REVENUE in a fiscal year may submit internally or otherwise generated statements of financial position and activities and request a waiver to postpone a financial statement review/audit from a Certified Public Accountant (CPA) who is not affiliated with your organization until such time as total annual REVENUE reach \$200,000.
 - Those Organizations between \$200,000 to \$500,000 in REVENUE in a fiscal year may submit a financial statement review from a Certified Public

- Accountant (CPA) who is not affiliated with your organization in place of a financial statement audit.
- Those Organizations more than \$500,000 in REVENUE are required to complete a financial statement audit from a Certified Public Accountant (CPA) who is not affiliated with your organization.
 - For purposes of this section, REVENUE excludes investment gains and losses.
 - If no management letter is included in the financial statement review/audit, the organization's board officer or auditor must notify UWRC in writing that no letter was included.
 - Organizations must upload yearly financial statements review/audits in eCImpact under compliance if available between RFP submission years.

Additional financial documents include but not limited to:

- Organizational budget.
- Financial statement reviews with management letter or audit with management letter.
- IRS Form 990 or 990EZ.

Counterterrorism Compliance

In order to comply with the USA Patriot Act, all United Ways are required to:

- Screen all Organizations receiving funds against federal terrorism "watch lists".
- Obtain certifications from funded organizations that they are not terrorists or a terrorist organization and do not knowingly provide any kind of support to such persons or organizations.
- Provide a certificate to donors (upon request) stating that United Way does not and will not knowingly apply donated funds so as to provide any kind of support to terrorist organizations.
- When applying for funding, the organization must acknowledge the organization complies with the USA Patriot Act.

Ongoing compliance

The following items must be kept current in eCImpact:

- Current board of directors list: including names, titles, affiliations, terms and board officer positions.
- Current insurance certificate.
- Most recent audit/review with management letter; within six months of fiscal year-end.
- Counterterrorism Compliance form.
- Update on program changes including financial.
- Monthly reports, due the 15th of every month; monthly and cumulative outcomes/outputs, program demographics and pertinent narrative on programming.
- Mid-cycle report, due February 15; with outcome/output findings, demographics, year-to-date program budget.
- Year-end report, due August 15; with outcome/output findings, demographics, year-end program budget.

Funded organizations must demonstrate:

- Positive stewardship of UWRC funding.
- UWRC recognition/co-marketing.
- Maintenance of financial responsibility.
- Compliance with all applicable guidelines outlined in policies and procedures.

On-going Outcomes Review

Volunteer advisory teams receive and review monthly report, mid-cycle and year-end reports. Achievement of outcomes/outputs as outlined in the proposal and compliance with current guidelines in the current allocation cycle will be taken into consideration when future proposals are reviewed.

Financial Review

The financial statements review/audit review and management letter are examined by the community investment financial team. UWRC's community investment committee may require additional financial schedules that clarify the organizational accounting for pending and/or funded programs.

Progress Review

UWRC staff will conduct a progress review in the fall for continuous improvement and accountability. Findings will be communicated with programs.

Funded Program Conditions

Local Services

UWRC will fund only those programs providing services to residents of Racine County.

Outcomes/Outputs Measurement

The program must measure program outcomes/outputs and provide outcome/output measurement information through the proposal and reporting processes. Additional assistance in improving the outcome/outputs measurement process may be provided by UWRC.

Budgets

At the time of the proposal, the organization must present a program budget and annual organizational budget that has been prepared and approved by its board of directors or governing body. The program budget summary and budget narrative must be completed as part of the RFP process. There should be clear correlation between the program budget and organizational budget. The organization must provide minutes showing board approval of budget(s) if requested.

Revised Budgets

Any program receiving less than the amount requested in the proposal must submit a revised program budget via eImpact. Program revised budgets are due August 15 with explanation of the revisions noted in the budget narrative section of the proposal.

After August 15, the organization must notify UWRC about any significant additional revisions to program or organizational budgets and revised budgets must be uploaded to eImpact compliance section: board-approved organization budget or program budget.

- This includes but is not limited to staff salaries and benefits that reflect a 25 percent or more variance from original budget; a significant loss of anticipated revenue that affects program outcomes or the organization budget; the existence of a year-end program or organization deficit.

Program Changes

The program must obtain approval from UWRC for significant changes in program activities, scope of service and target population for programs receiving UWRC support. The program must notify UWRC of significant changes in staffing (both organization leadership and program staff) levels that impact program delivery. Failure to do so may result in immediate discontinuation of funding.

Funded Program Financial Conditions

Accounting

The organization shall maintain accounting records that follow the current standards of accounting and financial reporting for voluntary health and welfare organizations. The organization will be asked to present documentation of board-approved budget information.

Financial Statement Review/Audit Review

UWRC has a commitment to provide accountability and good stewardship of donor dollars. Therefore, the financial statements the financial review/audit review and management letter will be examined by the community investment financial team. For large state or regional organizations, a written statement that certifies the financial accountability and stability of the Racine County-based program must be included from the organization. UWRC's CIC may require additional financial schedules that clarify the organizational accounting for programs pending review of the financial information provided in the program proposal process and year-end reports.

Financial statement review/audit reviews are reviewed by the community investment financial team. For the purpose of this section, "most recent" means within the last 18 months. See the Financial Conditions and Accountability section for full details.

Refund Policy

UWRC has the right to request that unused funds or inappropriately used funds (not in accordance with program proposal and agreement) be returned.

Organizations have the responsibility to inform UWRC in a timely manner of significant changes in staff, in programming, or in the overall organization that may result in unused UWRC funds.

If an organization or fiscal agent organization identifies unused funds at the close of its fiscal year, such funds are to be returned to UWRC. Funds must be returned to UWRC by July 30, 2023.

Organization Collaboration and Accountability

Collaboration

Funded programs are encouraged to seek appropriate opportunities to collaborate with other organizations, both public and private, in an effort to address community issues in the most effective and efficient manner.

At a minimum, United Way-funded programs are required to complete the following:

- Provide and update organization and program information within the IMPACT 2-1-1 database.
- Provide and maintain organization and program information, including current volunteer opportunities/activities, with the Volunteer Center of Racine County's Get Connected database.

Breach of Agreement

In the event that United Way of Racine County believes that a funded organization has engaged in a material breach of the funding agreement, including a material breach of an obligation specified in the community investment policies and procedures, United Way of Racine County shall provide the organization with written notice of the alleged breach.

If the organization fails to cure the alleged breach to United Way of Racine County's satisfaction within thirty days after notice thereof, United Way of Racine County may provide the organization written notice of its intent to terminate this agreement, along with the reasons therefore.

If the organization desires to contest a notice of intent to terminate given by United Way of Racine County, the organization may submit an appeal to United Way of Racine County within fifteen days after the date of the notice, and the funding agreement shall remain in full force and effect until the United Way of Racine County Board of Directors acts on the matter.

Providing Feedback

UWRC acknowledges that it is valuable to provide constructive feedback regarding community investment process. UWRC values and encourages robust discussion with its funded programs.

All concerns must be directed to the president and CEO. Funded organization must refrain from engaging in any verbal or written communications that disparages or in

any way discredits UWRC. If UWRC finds supporting evidence that an organization engaged verbal or written communications that disparages or in any way discredits UWRC, the action is considered a breach of agreement. The severity of the message may result in immediate discontinuation of funding.

Recognition of Partnership with United Way of Racine County

Organizations are required to show their UWRC affiliation in all solicitation and public relations materials for programs supported in any way by UWRC.

Partnership Visibility

The UWRC logo should be placed on locally-initiated organization publications (newsletters, brochures, annual reports, etc.). The logo can be placed on either the front or back cover of the piece.

The UWRC logo should be displayed prominently in entrances to all facilities whether funded programs occur there or not, and in all point-of-service locations. UWRC will provide window clings for each location at no cost. All signage should be hung at eye level in plain sight of visitors to each location(s).

Electronic Communications

At a minimum, the digital version of the UWRC logo should appear on the funded partner's website, specifically on their home page. The logo should be linked to UWRC's home page (www.unitedwayracine.org). The digital version of the UWRC logo should be used in any email newsletters or other relevant email sends.

Please make sure to follow UWRC on social media (particularly on Facebook and LinkedIn), and tag UWRC in any posts related to funded programs.

Impact Tours and Impact Partner Spotlights

Funded partners may be asked to participate in a UWRC impact tour and/or impact partner spotlight. In such cases, the participating organization must help promote their tour/spotlight on social media. This can be accomplished by either sharing one of UWRC's posts about the tour/spotlight or creating a new post and tagging UWRC. If requested, UWRC will provide a social media graphic to help promote their tour/spotlight.

Media Interactions

Make every effort to recognize United Way of Racine County funding in media releases and other interactions with the media, particularly when referring to a UWRC funded program.

- Recognize UWRC in advertisements (e.g., newspaper, magazine, etc.) with the UWRC logo or by referring to themselves as a "United Way of Racine County 2022-23 Community Partner."

- Add “ABC Organization, Inc. is a United Way of Racine County 2022-23 Community Partner” to the organizational boilerplate.

Other Opportunities for Co-Branding

- Table tents
- Event invitations
- Vehicles that are used to provide direct service and are branded with your own organization’s name and/or brand mark. Window decals may be used.



United Way
of Racine County

UWRC print logo



United Way
of Racine County

UWRC digital (web) logo



United Way
of Racine County
Community Partner

UWRC Community Partner print logo



United Way
of Racine County
Community Partner

UWRC Community Partner digital (web) logo

The UWRC Logo

- UWRC keeps localized versions of its logo in a print format for printed materials and a digital (web) format for digital materials. Whenever possible, please ensure that the print logo is used on all print materials and the web logo is used on all digital materials.
- The logo should be placed on the right-hand side or centered to ensure a consistent presentation.
- Organizations may use the localized UWRC logo or the locked-up community partner logo. A localized logo is preferred over the general United Way logo.
- Both logos contain a white border around the graphic and text which should not be removed or altered in any way.
- Full-color is preferred. Alternative one-color versions, blue or black, are available for use.
- The logos are fixed artwork and should only be reproduced from authorized artwork. Please do not attempt to revise the logo on your own.
- Do not reduce its width to less than .75 inches for print or special usage or less than 90 pixels or 1.25 inches for screen applications. Make sure to hold

the shift key down when re sizing in order to keep proportions equal. Never stretch or compress the logo.

- When the UWRC logo appears within a series of corresponding logos (such as other funding organizations'), the UWRC logo should appear in direct relation to the size of the other organizations' logos.
- Logos in jpeg format can be downloaded from www.unitedwayracine.org/branding.
- Reach out to Jen Bastron, marketing and communications director, at jbastron@unitedwayracine.org with any branding questions.

Reports and Reviews

Monthly Report

All funded programs must submit a report by the 15th day of the month that documents the program activities of the previous month.

Demographics

Required participant demographics include race, ethnicity, gender, age, geographic location, and socio-economic status. Participant demographics must be reported separately for general and LIFT programming. LIFT program demographics must be reported by school. Demographics should include all clients served by the program, even if they aren't included in indicator data.

Demographics should be collected and reported in a consistent way each month. Demographics may be self-reported by clients and/or pulled from vetted client data bases. At no time should program staff attempt to identify client demographics only by observation of or interaction with clients.

If a client declines to provide some or all demographic information, they should be reported in the “prefer not to say” category. An explanation can be provided in the narrative section. For example: “Fifty clients received financial counseling this month. Three individuals declined to respond to the race section of the intake survey, so they are reported as ‘prefer not to say’.”

If demographic data is not available for some participants, use the “unknown” category and provide an explanation in the narrative section. For example: “This support group is completely virtual. We ask participants to complete an anonymous demographic survey at the beginning of the six-week session. Of the forty participants, five did not complete the survey, so they are reported as ‘unknown’.”

Participant demographics are reported in two ways each month.

- Monthly – unduplicated within that month
- Cumulative – unduplicated since July 1, 2022

Monthly demographics include everyone you served between the first and last day of each month. Monthly demographics are unduplicated within the month. Monthly demographics may vary by month. For example: if Client A receives services on July 5, July 22 and July 30, they are counted once in the July monthly demographics.

Cumulative demographics include everyone you served to date during the funding period (July 1, 2022 – June 30, 2023). Cumulative demographics are unduplicated, year-to-date. Once an individual is included in the cumulative demographics, they are not counted again in cumulative demographics, even if they are served in two different months. Cumulative demographics may remain constant from one month to another and may increase over the course of the funding period. For example: if Client A receives services in July and September, they are counted once in the cumulative demographics.

Example of Monthly and Cumulative Demographics

Month	Monthly	Cumulative
<p>July (first month of the funding period)</p> <p>In July, you serve Ambrose, Benny, Ciara, Domingo and Ella.</p> 	<p>Unduplicated number served this month: 5</p> 	<p>Unduplicated number served to date: 5</p> 
<p>August (second month of the funding period)</p> <p>In August, you serve Benny, Domingo and Ella.</p> 	<p>Unduplicated number served this month: 3</p>  <p>Ambrose and Ciara are not included in August monthly demographics because they were not served in August.</p>	<p>Unduplicated number served to date: 5</p>  <p>Ambrose and Ciara are included in August cumulative demographics because they were counted in July and carry over throughout the funding period. Benny, Domingo and Ella were counted in July and carry over throughout the funding period. They are not counted a second time in the cumulative number.</p>
<p>September (third month of funding period)</p> <p>In September, you serve Ambrose, Domingo, Fred and Gina.</p> 	<p>Unduplicated number served this month: 4</p> 	<p>Unduplicated number served to date: 7</p>  <p>Ambrose is back! They are counted in the September monthly number, but they are not counted again in the cumulative number because they were already counted in July. Fred and Gina are added to the cumulative number.</p>

Indicators/Outputs

Indicators/outputs are reported in the same way as demographics: monthly (unduplicated within that month) and cumulative year-to-date (unduplicated since July 1, 2022).

Reporting of the successful attainment of indicators/outputs should align with the data collection method and frequency, and measure of success described in your proposal.

This may mean there will be months where indicator achievement is 0. In that case, use the narrative section to describe the reason an indicator is 0 and explain when that data will be available. For example: “We measure attendance data each quarter. The November monthly report will reflect the official attendance data for the participants. This month (September), we did ad-hoc checks for five participants and all are on-track to meet the attendance indicator.”

This also means indicator data may not be reported for all participants included in the demographic data.

General program questions

- Unknown demographics. For each demographic point reported as “unknown”, provide the reason.
- If there are indicators that are zero, explain why indicators are zero.
- Describe any deviation from typical program activities this month.
- Describe any changes in resources (staffing, funding, space, etc.), that impacted the program.
- In 3-5 complete sentences, provide a specific example of how the program made an impact on a client or the community this month. If quoting a volunteer, staff member, or client, provide their name and title/role. You may use aliases when referring to clients to protect their privacy.
- Is there anything else you’d like to report?

Additional monthly report questions

In addition to the general program questions, the following questions must be answered. United Way of Racine County reserves the right to request additional information in monthly reports as needed with thirty-days’ notice.

July

- Provide links to the program’s (or your organization’s) social media pages, if applicable:
 - Facebook
 - LinkedIn
 - Twitter

- Instagram
- UWRC corporate partners occasionally request volunteer project opportunities as part of their workplace campaign activities. Does this program/your organization have any potential volunteer projects that could take place in September-November? If yes, please describe. Note that volunteers are not guaranteed to be available for this project and that UWRC may send additional requests for volunteer projects outside of this reporting period.

October

- Provide a link to the program's current listing on the Volunteer Center Get Connected database.
- Provide a link to the program's current listing on the IMPACT 2-1-1 database.

November

- If applicable, explain how programming and hours of operation will differ during the December holidays.

February

- UWRC corporate partners occasionally request volunteer project opportunities as part of their workplace campaign activities. Does this program/your organization have any potential volunteer projects that could take place in April-June? If yes, please describe. Note that volunteers are not guaranteed to be available for this project and that UWRC may send additional requests for volunteer projects outside of this reporting period.

March

- Donors want to understand the impact of their investment. Provide stats for this program for at least two of the giving amounts listed.
 - \$1 per week (\$52 per year)
 - \$5 per week (\$260 per year)
 - \$10 per week (\$520 per year)
 - \$20 per week (\$1,040 per year)

April

- Provide a link to the program's current listing on the Volunteer Center Get Connected database.
- Provide a link to the program's current listing on the IMPACT 2-1-1 database.

Mid-cycle Report

A mid-year program report (July 1 - December 31) is due by February 15. This report includes:

- Unduplicated number of people served to date in the first six months of programming. This should match your cumulative number served year-to-date.
- Indicator measurements year-to-date by demographic group.
- Describe progress in implementing your program as outlined in your proposal, including:
 - Hiring and/or program staffing
 - Participant recruitment/retention
 - Services provided
 - Program data evaluation
- Describe general problems or delays the program is experiencing and efforts undertaken to resolve them.
- How has your program collaborated with other organizations/community partners? Describe how the collaboration benefited the program and the community.
- Provide a link to the program’s current listing on the Volunteer Center Get Connected database.
- Provide a link to the program’s current listing on the IMPACT 2-1-1 database.
- In 3-5 complete sentences, provide a specific example of how the program made an impact on a client or the community. This statement should clearly tie the impact to the indicators/outcomes selected in the proposal. If quoting a volunteer, staff member, or client, provide their name and title/role. You may use aliases when referring to clients to protect their privacy.
 - For example: “Pat has participated in Program ABC for four months. With support from their case manager, they set a short-term goal of finding a job and a long-term goal of saving for a down-payment on a reliable vehicle. They obtained employment in October and opened a savings account in November. They are on-track to purchase a vehicle by July.”
- How is United Way funding integral to the program impact described in the previous question? This response may include a quote from staff or a board member.
- A six-month program budget (year-to-date) and budget narrative.
- Is there anything else you want to report?

Year-End Report

A year-end report is due by August 15. Funded programs are required to report on the following:

- Unduplicated number of people served during the funding period (July 1, 2022 – June 30, 2023). This should match your cumulative number served year-to-date.
- Indicator measurements year-to-date by demographic group.

- Describe successes and challenges in implementing your program as outlined in your proposal, including:
 - Hiring and/or program staffing
 - Participant recruitment/retention
 - Services provided
 - Participant achievement of indicators/outputs
 - Program data evaluation
- What is one lesson learned through the evaluation of the program data, and how will that information be used to improve the program?
- Provide a link to the program's current listing on the Volunteer Center Get Connected database.
- Provide a link to the program's current listing on the IMPACT 2-1-1 database.
- In 3-5 complete sentences, provide a specific example of how the program made an impact on a client or the community. This statement should clearly tie the impact to the indicators/outcomes selected in the proposal. If quoting a volunteer, staff member, or client, provide their name and title/role. You may use aliases when referring to clients to protect their privacy.
 - For example: "Pat has participated in Program ABC for four months. With support from their case manager, they set a short-term goal of finding a job and a long-term goal of saving for a down-payment on a reliable vehicle. They obtained employment in October and opened a savings account in November. They are on-track to purchase a vehicle by July."
- How is United Way funding integral to the program impact described in the previous question? This response may include a quote from staff or a board member.
- What are you most proud of from the funding year?
- A year-end program budget and budget narrative.
- Is there anything else you want to report?

Progress Reviews

UWRC will conduct a progress review within the first six months of programming. The progress review includes a check of eligibility/compliance documents, a review of submitted program reports, and a discussion about the successes and challenges experienced to date. The organization's executive director and key program staff attend the progress review.

UWRC reserves the right to assemble a team of volunteers and staff to conduct an in-depth review of any funded program in terms of fiscal, outcome measurement and governance issues, or to request additional financial information that clarifies the relationship between UWRC funded program and the overall organization budget.

Deadlines and Extensions

Submission Policies

The UWRC funding agreement requires organizations that receive UWRC funds to file a number of documents with UWRC at specified deadlines. It is the organization's responsibility to view their organizational profile in eCImpact for individual deadlines throughout the year.

Deadlines

Organizations are responsible for meeting specific submission deadlines for all compliance documentation:

- Signed agreements
- Revised budgets
- Most recent financial statement review/audit
- Current insurance certificate
- Monthly reports
- Mid-cycle report
- Year-end report
- Other materials requested by UWRC staff, CIC and/or volunteer advisory teams

The filing dates of compliance documents and required reports are listed within the organizational profile in eCImpact. If the organization fails to submit the document/report within the allotted time, this is considered a breach of agreement.

Repeatedly missing submission deadlines, and/or late and/or incomplete reports may negatively impact the organization's eligibility for future United Way of Racine County funding.

If a submission deadline is missed, the allocation check will be held until the required document or report is submitted. If the required document/report is not submitted, or if it is submitted over 90 days late, the allocation checks being held are forfeited, and future allocation payments are forfeited.

Extension Request Process and Expectations

If any organization finds that it will be unable to meet a deadline, it may request an extension of no more than 90 days. The request must be submitted by email to UWRC at least five business days prior to the existing deadline and explain with specificity the reasons for the request and the proposed extension date. The request should be sent to both the community investment director and the data and

compliance manager (mkallio@unitedwayracine.org and tfest@unitedwayracine.org).

Requests for extensions beyond 90 days may be considered with extenuating circumstances. Such requests must follow the procedure explained above.

The community investment director, chief operating officer, vice president of finance and administration, president and CEO, and/or CIC have the authority to approve filing deadlines on compliance documents/required reports. The decision to grant the extension will be solely with the discretion of UWRC.

Written approval or denial of requests for extensions will be sent to the organization via email. With an approved extension, the organization allocation check will not be held for that month.

If the extended deadline is missed, the allocation check will be held until the required document/report is submitted. If the required document/report is not submitted, or if it is submitted over 90 days after the extended deadline, the allocation checks being held are forfeited, and future allocation payments are forfeited.

Annual Campaign Responsibilities

United Way of Racine County's community investment process is dependent on the results of the annual community campaign. Impact partners are expected to support the campaign in the following ways.

Campaign Promotion

Acknowledge and promote the organization's partnership with UWRC to staff, volunteers and the public. Respond to request for speakers, displays, tours, and/or other donor education efforts. Collaborate in UWRC's media efforts/approaches, including sharing social media posts. See the Organization Collaboration and Accountability section for information on co-branding.

Organization Annual Campaign

Organizations can choose the campaign effort that best aligns with their size and capacity. In all cases, UWRC will provide an investor relations manager to act as a liaison during campaign activities. Campaign efforts should take place between September 1 and November 30 annually, and funds raised during campaign must be submitted to UWRC no later than December 31.

Each organization can select one or more of the following campaign options:

- Conduct a workplace employee campaign with organization leadership requesting staff participation. UWRC will provide donation forms or create an organization-specific online giving page.
- Host a fundraising event open to the public.
- Promote, attend and support a fundraising event open to the public hosted by another impact partner.
- Make a direct donation to the campaign from the organization.

Solicitation of Designations

Funded organizations must support undesignated giving to United Way. They are not to promote designations to their organization during the annual campaign or at any time throughout the year. This includes leveraging relationships to promote designations for your organization including but not limited to the following: board members, clients/participants, volunteers, staff, at United Way of Racine County presentations, and during United Way of Racine County-planned/facilitated volunteer projects.

Donor Designation Process

United Way of Racine County allows individuals who donate to the annual workplace campaign to designate their gifts to any United Way funded organization that received a program award through the 2022-23 request for proposal process or through the 2021-22 community workforce fund as identified on the annual campaign donor designation form. It is the employer's decision to offer donor designations to its employees. United Way will make every effort to accommodate company designation policies.

Designations are accepted only for organizations receiving UWRC program funding through the request for proposal process and the community workforce fund.

- Designations to organizations funded through the request for proposals process will remain intact for up to but no more than two years after program funding ceases.
- Designations to organizations funded through the community workforce fund will remain intact for the campaign immediately following the investment year during which the grant was received.
 - Community workforce grantees funded during the 2021-22 investment year (July 1, 2021 – June 30, 2022) will be included on the 2022 designation forms.
 - Community workforce grantees funded during the 2022-23 investment year (July 1, 2022 – June 30, 2023) will be included on the 2023 designation forms.

Designation forms with pledges made to non-United Way funded organization will be returned.

Donor designation forms must be returned in the campaign report envelope along with the pledge forms. Donor designation forms must be turned in to United Way of Racine County by December 31 for processing or at an agreed-upon date between United Way of Racine County and contributing organization. Donor designations processed by an out-of-town employer will be honored if received by February 28. Incomplete or inaccurate forms will not be processed and will be returned.

Designators must use United Way of Racine County's donor designation form (available through the employee campaign coordinator or United Way of Racine County office) or a compatible form designed by the company. The form must be properly completed, and the donor's signature is required.

Designators must pledge a minimum of \$50 to be able to designate monies to an organization. If designations are made to more than one funded organization, a minimum of \$50 must be pledged to each organization. A maximum of eight organization designations per donor is allowed.

Designated cash gifts to United Way of Racine County funded organizations must be paid in full. Designations made through payroll deduction are reduced by the annual anticipated pledge loss as determined by United Way of Racine County finance committee. Deferred pledges are paid out based on actual collections.

Designated donations are paid out after the request for proposal review process has been completed. Members of the volunteer advisory teams are not advised of an organization-directed designation during the review process.

United Way of Racine County does not allow company-level donor designations. Matching company contributions will be used by United Way of Racine County in the general allocation fund.

Organizations receiving UWRC program funds will be provided a list of donor names and addresses of those who wish to be acknowledged. Donors must indicate their desire to be acknowledged on the designation form. Donors who do not want their names and addresses provided to organizations will be identified as “anonymous” to the organization receiving the designation.

United Way of Racine County has the right to verify each donor’s pledge amount with the employer.

Exclusionary Designations

United Way of Racine County allows individuals who donate to the annual workplace campaign the ability to exclude certain organizations from the receipt of their donations. These donations are held and distributed separately from the unrestricted funds to assure that organizations that have been excluded do not share in the distribution of those funds. It is the employer’s decision to offer exclusionary designations to its employees. United Way of Racine County will make every effort to accommodate company designation policies.

Designators must pledge a minimum of \$50 to be able to designate exclusionary monies.

Exclusionary designations are tabulated as “zero dollars” to that organization(s). This is the same as a positive designation to all other organizations not excluded. The effect of the exclusionary designation will be a pro-rated reduction in the pool of

dollars available to the organizations excluded. Volunteer advisory team members will not have knowledge of an organization exclusionary designation during the review process.

United Way of Racine County does not allow company exclusionary designations.

Donor Designation Payout Process

Donor designation information is processed by United Way of Racine County staff by the first week of March. Organizations are notified of donor designations by mid-March. The information provided to the organization includes the total amount of designations broken down by cash, payroll deduction and direct bill, the total number of donors and the names of donors who wish to be acknowledged.

Cash donations are paid in full to the organization on June 15. Payroll deduction pledges are paid out on June 15 and December 15. The payroll deduction pledges are reduced by the annual anticipated pledge loss as determined by the United Way of Racine County finance committee. The balance of the payroll deduction will be paid out equally on June 15 and December 15. The finance committee has the right to examine actual pledge loss by a company in extenuating circumstances and further reduce the pledge loss on donor designation payouts.

Deferred pledges are paid out on June 15 and December 15, based on actual collection of the pledge.

United Way of Racine County does not charge any administrative fee for donor designation pledges.



United Way
of Racine County