



## **Fund Description**

The Wadewitz Fund is designated to provide grants or interest-free loans to assist with requests to repair, replace or improve conditions that meet the criteria of an emergency or capital need, and where no other reasonable source of funds is immediately available. This is a competitive fund and requests that meet requirements are not guaranteed funding. Funding decisions are dependent on the balance of dollars available in the interest account of the Wadewitz Fund. United Way of Racine County reserves the right to adjust the fund structure at any time.

## **Fund Eligibility**

The Wadewitz Fund is open to impact partners currently funded through the annual investment process (i.e. those receiving monthly allocations for health, education, financial stability and/or essential services programs). Applicants must be in compliance with all community investment policies and procedures and funding agreement terms and conditions, including timely reporting and the maintenance of funding eligibility through the provision of current documentation via eCImpact.

## **Application Process and Fund Timeline**

The Wadewitz application is available throughout the year and will continue to accept funding requests until further notice. Requests submitted on or before the last day of the month will be reviewed by United Way's community investment community (CIC) the following month. Applications must be submitted online at [www.UnitedWayRacine.org/Wadewitz-Fund](http://www.UnitedWayRacine.org/Wadewitz-Fund). Notification of funding will be issued by the end of the month of review.

## **Application Review and Funding Approval**

The review process is conducted by United Way staff, board members and CIC volunteers. Incomplete applications, and applications with misalignment between the request narrative and request budget will not be considered for funding.

The president and CEO is responsible for monitoring expenditures from the Wadewitz Fund and reporting them in the monthly financial reports to the board.

All requests are reviewed and monitored by CIC. Expenditures from the UWRC Wadewitz Fund shall be approved as follows:

- Loan requests are recommended to the UWRC's executive committee or board of directors for final determination.
- Grant requests up to \$30,000 are recommended to the UWRC's executive committee or board of directors for final determination.



## **Non-allowable Expenses**

- Funds cannot be used to cover expenses incurred prior to funding notification.
- Funds cannot be used to cover expenses outside the scope of the approved application without express advance consent from UWRC.

## **Request Guidelines**

- Loans
  - Funds are interest-free, short-term (up to one year) loans for capital needs and/or equipment.
  - The minimum Wadewitz Fund loan amount is \$500, with a maximum of \$5,000 per organization, per year.
  - Loan funds are released in a lump sum and paid back according to the terms of the Wadewitz Fund agreement.
  - Contact the community investment director for information about how to apply for a Wadewitz Fund loan.
- Grants
  - Funds can be utilized for capital needs, to maintain, repair, or rehabilitate any building, structure or items of equipment having a normal useful life in excess of three years. This also includes the purchase of lease of equipment, but not the purchase or lease of buildings.
  - The amount of a Wadewitz Grant shall not exceed more than 50 percent of the anticipated costs.
  - Wadewitz Grants require a dollar-for-dollar match from the organization requesting support.
  - No single organization shall receive more than \$30,000 in Wadewitz Fund grants within a two-year period.
  - Three current and valid estimates (estimates may also be called quotes or bids) must be submitted with the grant request. Estimates should clearly identify the vendor, scope of work, labor costs and supply costs. Submitting a request with fewer than three estimates is allowable only with prior approval from UWRC.
  - Wadewitz Fund grants are awarded on a reimbursement basis and receipts and/or paid invoices must be submitted to receive funds.
  - Requests for reimbursement must be submitted within 60 days of the completion of the project and no more than one year after the grant award date or funds will be forfeited.

## **Budget Requirements**

- Applications with misalignment between the request narrative and request budget will not be considered for funding.



- All fund requests are required to submit a complete and detailed budget. The budget should clearly reflect the cost of the selected estimate. Any additional costs should be broken down to indicate quantities, unit costs and calculations.
- There must be clear documentation of already-secured additional funding sources to cover the balance of the project costs not covered by Wadewitz Fund dollars.
- The budget must reflect the estimate selected by organization.

### **Application Questions**

Following submission of the application form at [www.unitedwayracine.org/Wadewitz-Fund](http://www.unitedwayracine.org/Wadewitz-Fund), the individual listed as the Primary Contact on the application will receive an auto-generated confirmation email. The Primary Contact must immediately respond to that email with the following attachments:

- Completed United Way of Racine County Wadewitz Fund Budget Template
- Three current and valid estimates.

### **Organization information**

- Organization name, website address, phone, address, city, state, zip code
- Executive director/CEO name, title, email address, phone
- Board president/board chair name, company/affiliation, email address and phone
- Primary contact name, title, email address and phone

### **Project information**

Requests should demonstrate thorough planning that will result in successful repair.

- Name of the project/repair for which your organization is seeking funding.
- Dollar amount requested. Funding shall not exceed more than 50 percent of the anticipated costs, and no single organization shall receive more than \$30,000 in Wadewitz Fund grants within a two-year period. Wadewitz Grants require a dollar-for-dollar match from the organization requesting support.
- Provide a brief description of the project/repair.
- Describe why this project/repair is necessary.
- Describe the project timeline, including anticipated completion date.
- Of the three estimates, which vendor(s) will complete the work? Why were they selected?
- Describe the already-secured additional funding sources to cover the balance of the project costs not covered by Wadewitz Fund dollars.
- If fewer than three estimates are submitted, provide a rationale. Submitting a request with fewer than three estimates is allowable only with prior approval from UWRC.
- Is there anything else you would like CIC to consider?
- All organizations must submit a complete and detailed budget that includes scope of work, quantities, unit costs and calculations.