



APPLICATION FOR ELIGIBILITY

Thank you for your interest in becoming a United Way of the Tri-Valley Area (UWTVA) Community Partner. This application assures that all of our partner agencies are providing services that match our mission, and are equipped to do so based on administrative Standards of Excellence. This application determines your organization's eligibility to apply for funding through our Allocation/Community Investment process. It does not guarantee funding will be provided as a result of applying. Should you have any questions, please contact our office at 778-5048.

The UWTVA Executive Committee will review this application and determine eligibility. Additional material and site visits may be requested.

Timeline:

<i>January – September</i>	New applicants invited to complete Application for Eligibility. Approximately one month after application, Executive Committee will determine eligibility and applicant will be notified.
<i>Late October</i>	Eligible organizations are invited to apply for Allocations/Community Investment.
<i>Late December</i>	Applications due.
<i>Mid January</i>	Allocations/Community Investment Committee reviews application materials, interviews applicants and makes recommendation to Board.
<i>Mid February</i>	Executive Committee reviews recommendation and presents to UWTVA Board for vote.
<i>Late February</i>	Applicants notified of Board decision.
<i>Mid March</i>	Letters of Agreement due to UWTVA.
<i>Late March</i>	First Allocation payment made. (20%)
<i>Late June</i>	Second Allocation payment made. (20%)
<i>Late July</i>	Six-Month Report due.
<i>Late September</i>	Third Allocation payment made. (20%)
<i>Late December</i>	Fourth Allocation payment made. (40%)
<i>Late December</i>	Final Report due. (Organizations not reapplying are still required to submit a final report.)

Name of Organization:

Address:

Telephone:

Fax:

E-mail:

Key contact person for this application:

Telephone:

Fax:

E-mail:

Website:

Narrative:

1. Briefly describe the services which your organization currently delivers. (If you have a brochure or information sheet, please attach as an addition to this information, not in replacement of filling out this sheet). Please include your mission statement and your catchment area.
2. For what program(s) might you seek funding? How does this align with United Way of the Tri-Valley Area's mission "to improve people's lives by focusing the caring capacity of our communities?"
3. Please describe how your agency's programming best matches with our Community Impact Areas/priorities including, but not limited to basic needs: fuel/food/shelter; children services; assault and abuse; and health promotion. (Please contact the United Way with questions regarding our priorities.)
4. What do you hope to gain on behalf of your organization by becoming a Partner with United Way of the Tri-Valley Area?

Required Documentation

Please attach the following required documentation:

1. FINANCIAL

1. Latest annual financials (audited, if available)
2. Current annual budget with administrative expenses (Must be 25% or less of total revenue)
3. Financial report used at last Board meeting
4. Financial reserve policy (if available)

2. LEGAL

1. IRS 501 (c)3 Letter of Determination
2. Maine Charitable Solicitation License or Letter of Exemption
3. Most recent 990
4. Non-discrimination policy
5. Evidence of insurance by type (as applicable)
(Comprehensive; Directors & Officers; Real & personal property, etc.)

3. GOVERNANCE

1. Articles of Incorporation
2. Bylaws
3. Mission Statement (Vision statement as well, if available)
4. List of Volunteer Board of Directors w/ Terms and Affiliations
5. Code of Ethics
6. Key Staff Job Descriptions

Please submit to:

United Way of the Tri-Valley Area

Attn: Eligibility Committee

PO Box 126

Farmington, ME 04938

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