



**Phase 28 Application 2010  
Emergency Food and Shelter Program  
APPLICATION GUIDELINES**

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**Purpose:**

Supplement and expand local efforts to provide food, emergency shelter and housing/utility assistance to recently unemployed individuals.

**Eligible Applicants:**

EFSP Funding is open to all private voluntary and public organizations having a 501(c)3 status whose mission aligns with the purpose stated above and who provide services in Greater Franklin county, the jurisdiction for which these funds have been awarded.

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**EFSP funds must supplement feeding, sheltering (including transitional sheltering) and housing/utility efforts only. PLEASE visit [www.uwtva.org](http://www.uwtva.org) for complete guidelines. Information is accessed by clicking on EFSP on the left of the home page.**  
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**Local Board:**

A local board, comprised of organizations and individuals corresponding with the National Board representation, will make EFSP allocation decisions.

***Please be reasonable in your request amount; EFSP funding is intended to be supplemental in nature and it is the hope of the Local EFSP Board that your request amount reflects actual need.***

**Fiscal Agent:**

United Way of the Tri-Valley Area convenes the Local Board, and as such, acts as fiscal agent. Staff of the UWTVA is responsible for administration and providing technical assistance to organizations seeking funds. The staff is also responsible for communicating with the local recipient organizations, the Local Board and the National Board.

**Appeals Process:**

The appeals process outlined below is a statement to eligible organizations that the EFSP Local Board is committed to fairness and openness in the EFSP funding process. The National EFSP Board does not mandate any particular appeals process, but has determined that it is the responsibility of the Local Board to establish an appeals process that is available and timely. Except for the amount of the EFSP allocation available to Franklin County, the Local Board is the primary decision maker in the EFSP review process.

An organization may appeal a funding decision under the following circumstances:

- If there has been a violation of established procedure, or
- If significant new information becomes available that would warrant reconsideration.

Please note: the amount of funding awarded to an agency is not a valid basis for appeal. All agencies will be given equal consideration in the allocations process.

Should an agency wish to appeal, it must submit its appeal in writing within 10 working days of the date of the EFSP funding notification to the United Way staff who will forward it to members of the EFSP appeals panel. The written appeal must address specifically the rationale for the appeal, explaining:

- In what way the funding decision conflicts with the processes of UWTVA as it relates to EFSP allocations, or
- What new significant information needs to be introduced and why it was not available earlier.

A review panel consisting of the EFSP Board Chair and two additional Board Members will determine if the appeal has merit and decide on a course of action, as appropriate. A written response shall be provided to the appealing agency within 10 working days of when the appeal is received. Copies will be kept on file at United Way.

**EFSP APPLICATION MUSTS:**

1. Applications must be received in the United Way of the Tri-Valley office no later than March 15. Late applications, including those arriving via mail after March 15, 2010, regardless of postmark date, will not be considered for funding. Electronic applications WILL be accepted.
2. Applications may be hand written, but typed copies are preferred. There is a Microsoft Word template version of the application available online at the United Way of the Tri-Valley Area's website at [www.uwtva.org](http://www.uwtva.org) under EFSP.
3. If your organization is awarded ARRA funding, you must provide bank account information for allocation to be electronically deposited. You will be provided with an EFT application upon notification of award.