

**United Way of Lewis County
2014 Community Investment
Letter of Intent**

The Letter of Intent is the initial mechanism through which United Way seeks to identify those programs that offer the most promise for helping to achieve the goals, outcomes and strategies of our community investment initiatives. Following review of the Letter of Intent, selected organizations will be invited to submit full applications for programs related to the three funding priorities.

Determination as to whether to invite a full program application will be based upon the extent to which the Letter of Intent addresses a high priority need in any of the three community investment areas. Other relevant considerations include current program compliance status, demonstration of best practices and collaboration with other agencies.

United Way may elect not to advance or fund any applicants with known management, fiscal, reporting, program, or other issues that make it unlikely that they would be able to provide effective and efficient services.

All funding decisions are made at the discretion of the United Way of Lewis County Board of Directors on the recommendation of the Community Investment Committee.

United Way of Lewis County reserves the right to reject any and all programs, in part or in whole, to negotiate with applicant(s) and to award funding to those programs deemed most likely to contribute to the success of the community investment agenda.

TIMELINE*

10/21/13	Publicize opportunity to submit a Letter of Intent to apply for funding
11/07/13	Letters of Intent due
11/21/13	Community Investment Committee reviews Letters of Intent
11/25/13	Community Investment Committee invites agencies to submit full applications
01/09/14	Full applications due
01/00/14	Community Investment Committee application process review begins
02/00/14	Agency presentations begin
03/20/14	Board acts on recommendation from Community Investment Committee
04/00/14	Agencies notified of allocated funds
07/01/14	Distribution of funds begin
01/31/15	Six month Community Impact Grant report due
07/31/15	Twelve month Community Impact Grant report due

**subject to change*

CONTACT INFORMATION

United Way of Lewis County
450 NW Pacific Ave
Chehalis WA, 98532

Tel (360) 748-8100 Fax (360) 748-8222

director@lewiscountyuw.com

www.lewiscountyuw.com

**United Way of Lewis County
2014 Community Investment
Letter of Intent
FUNDING PRIORITIES and ELIGIBILITY**

FUNDING PRIORITIES FOR 2014

We will consider applications for programs that meet any of the following. Please note: Funding is provided for specific programs, not overall operations.

1. EDUCATION

Description: Helping children and youth achieve their potential.

Priority Outcomes:

- Children enter kindergarten developmentally on track in terms of literacy and social, emotional, and intellectual skills.
- Third graders read at grade-level proficiency.
- Young people graduate from high school.

2. INCOME

Description: Helping families become financially stable and independent, while ensuring that basic needs are met.

Priority Outcomes:

- Families have support for basic needs, including shelter and food.
- Youth and adults develop financial literacy skills.
- Lower-income families move toward financial stability.
- Community members have resources to overcome disasters and emotional or financial crises.

3. HEALTH

Description: Improving people's health.

Priority Outcomes:

- Community members have access to healthier foods.
- Children and adults decrease overweight and obesity and associated chronic diseases.
- Community members have access to basic and preventative health services.
- Youth and adults are healthy and avoid risky behaviors.
- Seniors and people with disabilities maximize their self-sufficiency.

CRITERIA FOR AGENCIES SEEKING FINANCIAL SUPPORT

- Program must meet a funding priority in one of the three impact areas.
- Must provide services in Lewis County.
- Have been in operation for at least one year at the time of application.
- Be governed by a responsible, active volunteer Board of Directors, which serves without pay, meets regularly, and exercises effective administrative control.
- Be able to integrate into United Way of Lewis County without jeopardizing its integrity. This criterion is designed for those cases in which the applying agency and/or its services are so controversial as to lack broad community support.
- All agencies providing services that are related to housing; eviction prevention, move-in costs, utilities assistance, shelter and support services for low-income individuals and/or individuals at-risk of homelessness or presently experiencing homelessness must participate in the Lewis County Coordinated Entry system.

ITEMS NOT ELIGIBLE FOR FUNDING

- Sectarian programs (we will fund a program of a religious organization as long as the program does not include religious content and is open to all)
- Capital campaigns for building, etc.
- Pilot projects

United Way of Lewis County 2014 Community Investment Letter of Intent

Please complete the following form and return to United Way of Lewis County along with the required attachments by 4:00 PM **November 7, 2013**. Community Investment Applications will be issued to agencies whose programs fit the United Way of Lewis County's Funding Priorities and Eligibility. A Letter of Intent is required of all agencies, regardless of past United Way support. Please fill out a separate Letter of Intent for *each* program for which you are applying. *Please note that completion of this form does not guarantee funding.*

Organization Information:	Organization Name:
	Contact Person:
	Address:
	Email:
	Phone: _____ Fax: _____
	Organization Mission Statement:
Organizational Status: <input type="checkbox"/> 501 (c) 3 <input type="checkbox"/> Other (Specify)	

Program Information:	Please Select Only ONE Impact Area <ul style="list-style-type: none"> <input type="checkbox"/> Education – Helping children and youth achieve their potential. <input type="checkbox"/> Income – Helping families become financially stable and independent, while ensuring that basic needs are met. <input type="checkbox"/> Health – Improving people's health.
	Brief Program Description:
	Amount of funds being requested from United Way for this Program : \$

Must Provide a Copy of:	<ul style="list-style-type: none"> <input type="checkbox"/> IRS determination letter. <input type="checkbox"/> Letter from Washington Secretary of State's Office with current Charitable Registration Status. <input type="checkbox"/> A recent annual audit prepared by an independent CPA firm, which was completed in the last 18 months. Organizations with an annual revenue of less than \$250,000 may submit a financial review. <input type="checkbox"/> Most recent IRS Form 990. <input type="checkbox"/> Organization's current operating budget.
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For United Way Office Use Only	
Date Received: _____	Time Received: _____ Received By: _____
Recommended: _____	Not Recommended: _____

**United Way of Lewis County
2014 Community Investment
TOTAL PROGRAM BUDGET WORKSHEET**

COMPLETE ONE FORM FOR EACH PROGRAM YOU ARE SEEKING FUNDING

Line Items	Last Year 2012	Current Year 2013	Grant Seeking Year 2014
INCOME:			
United Way of Lewis County			
Other United Ways			
Individuals/Corporations			
Special Events			
Grants			
Membership Dues			
Program Income			
Investment Income			
Other Miscellaneous Income*			
TOTAL INCOME			
EXPENSES:			
Salaries			
Employee Benefits			
Payroll Taxes, etc.			
Professional Fess			
Insurances (D & O/Liability/Occupancy)			
Rent/Maintenance			
Utilities			
Telephones			
Specific Assistance to Individuals			
Special Events			
Travel & Transportation			
Supplies			
Postage			
Equipment Rental/Maintenance			
Promotional/ Printing			
Conference/Continuing Education/Meetings			
Membership Dues			
Other Miscellaneous Expenses*			
TOTAL EXPENSES			

*Please explain these line items on a separate sheet of paper