



United Way
of Columbia County

2022 Member Agency Instructions

Name of Agency: _____ EIN: # _____

Date: _____ DUNS# _____

The United Way of Columbia County is excited to extend an invitation to become a 2022 Member based on your commitment to the health, education, and financial stability of Columbia County residents.

Submitting an application does not guarantee funding or in-kind support from the United Way of Columbia County. Please note that a few of the requirements and questions have changed from previous funding years. United Way of Columbia County is committed to supporting our member agencies in a variety of ways including volunteer recruitment, grant writing support, providing staff and board trainings, community engagement, and acquiring donated supplies. In addition to funding, member agencies may have the opportunity to utilize other United Way of Columbia County resources in 2022.

To make measurable progress in community systems change, every organization will have to play their part. Families typically require support across multiple domains, which calls for support from multiple organizations. Organizations applying for funding through United Way of Columbia County are requested to opt-in to using the Unite Us software. The cost of user licenses and training will be covered by Columbia Pacific CCO during the grant period once the organization becomes a Connect Oregon partner. Organizations that opt-in are encouraged to reach out for technical assistance so that the Connect Oregon staff can help determine organizational fit. You can join Connect Oregon by filling out the Partner Registration Form found at <https://www.cognitoforms.com/UniteUs/partnerregistrationform>. If you have any questions regarding Connect Oregon or need help with the form, please email Danny Stribling from Connect Oregon at Danny.Stribling@uniteus.com.

Application deadline is 5:00 PM Friday, January 28th, 2022. Please send applications and supporting materials to Claire Catt, Executive Director at clairec@unitedwayofcolumbiacounty.com.

Funding decisions and agency notifications are made in March 2021.

Please include the following documents in your submission:

1. Completed application _____
2. Partner Registration in Connect Oregon _____
3. Your signed Agency Non-Discrimination Policy on your letterhead _____
4. Board Roster- with contact information, include & list officers _____
5. Most recent audit or financial review by independent CPA _____
(Give explanation if not available)
6. Signed-Certification sheet regarding fiscal controls within your agency _____
7. Signed-Anti Terrorism certification form _____



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2022 Member Agency Application Form

Section 1 – Agency Information

Agency Name: _____

Mailing Address: _____

Street Address: _____

City/State/Zip: _____

Director's Name: _____

Phone: _____ FAX: _____

E-mail: _____ Web Site: _____

Federal Tax ID# _____ DUNS# _____

FISCAL YEAR: _____
BEGIN DATE END DATE

A. MISSION STATEMENT:

B. BOARD INFORMATION (provide Board Roster with list of officers and contact information.)



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Complete this portion for each program for which you seek funding.

Section II – Program Information

Agency Name: _____ Total Estimated Program Cost: \$ _____

Program Name: _____ Requested Funds _____

United Way of Columbia County is committed to supporting families who are Asset Limited, Income Constrained, Employed become self-sufficient. Many households in Columbia County struggle, as wages fail to keep pace with the cost of household essentials (housing, child care, food, transportation, health care, and a basic smartphone plan). In 2022, United Way of Columbia County is looking to our Member Agencies to improve the opportunities for families to become self-sufficient in one of the following ways:

- Increasing opportunities for long-term self-sufficiency in Columbia County (work skills training, resume support, basic clothing/supplies for workforce entry)
- Increase high school graduation rate (early childhood education, reading literacy programs, homeless prevention)

Please note, that programs meeting emergency needs will not be funded in 2022. United Way of Columbia County encourages all eligible agencies to apply for Emergency Food and Shelter Program Funding. More information found here: <https://www.efsp.unitedway.org/efsp/website/index.cfm>

How does your agency/program meet one of the goals listed above? Please utilize data from ALICE found at <https://www.unitedforalice.org/> if applicable, in addition to other existing agency data.



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1. **2021 IMPACT: This IS A REQUIRED REPORT on prior activity. This is the impact you made with the UWCC funds received for 2021. If your agency was not a Member agency in 2021, please skip**
 - a. **GOALS AND ACTIVITIES**
What strategies, techniques, and types of treatment did you use to deliver the services described in your 2021 Grant Application? Examples: shelter, feeding, training, counseling, etc.
 - b. **OUTPUTS**
What volume of work did you accomplish? (Unduplicated clients) Examples: number of clients served, classes taught, counseling sessions conducted, and educational materials distributed, etc.
 - c. **PROGRAM OUTCOMES**
What benefits or changes for individuals or populations occurred in this program?
 - d. **METHOD OF EVALUATION or INDICATORS**
What specific data did you use to track and measure your outcomes?
2. **DID YOUR AGENCY USE THEIR ALLOCATION AS SPECIFICALLY PROPOSED IN YOUR LAST REQUEST?**
_____ Yes No _____ If not, what changed?
3. **SHARE A STORY REGARDING HOW UNITED WAY FUNDS HAVE HELPED MAKE A DIFFERENCE. (TO BE USED IN INFORMATION MATERIALS)**



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SECTION III – BUDGET INFORMATION

Included in this packet you will find an optional budget template. Use this template or another form of your choice to demonstrate total agency budget, program budget, and other important details. It is most helpful that you add a short narrative explaining the line items.

SECTION IV – FINANCIAL INFORMATION

1. Is your agency on a calendar or fiscal year? If a fiscal year what are the dates agency's/organizations fiscal year: _____ to _____

UWCC wishes to encourage financial stability in our partner agencies. We encourage you to develop operating reserves and endowment funds, as they indicate diversified and stable funding.

2. Does your agency/organization have an operating reserve? _____ yes _____ no

If yes, what was the balance at the end of the most recently completed fiscal/calendar year? \$ _____

How many months does the reserve cover? _____ Month(s)

3. Does your agency/organization have an endowment fund? _____ yes _____ no

If yes, what was the balance at the end of the most recently completed fiscal/calendar year? \$ _____

Do you reinvest the interest earned on the endowment fund or use the interest? (Explain) _____



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AGENCY
Budget and Fiscal Control
Certification Sheet
United Way of Columbia County

Please check one of the following:

_____ I certify that my agency has a two signature check writing policy

OR

_____ I certify that my agency has other internal fiscal controls (such as accountants, separate financial department, or outside financial services, etc.)

_____ I certify that my agency has filed the appropriate 990 as required by the IRS.

990 was filed _____ for fiscal year _____
DATE DATE

We agree to notify the United Way of any changes in this information.

AGENCY NAME

DATE

EXECUTIVE DIRECTOR

BOARD PRESIDENT



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ANTI-TERRORISM COMPLIANCE MEASURES

In compliance with the USA PATRIOT ACT and other counterterrorism laws, the United Way of Columbia County requires that each agency certify the following:

“I hereby certify on behalf of

—
_____ [name of organization] that all United Way
funds and donations will be used in compliance with all applicable anti-terrorist
financing and asset control laws, statutes and executive orders.”

Print Name: _____ Title: _____

Signature: _____ Date: _____