Eligibility Checklist

1. **First Phase in Application Process**
   - Checklist Format – Organizational & Program Questions
   - Document Uploads

2. **Basic Eligibility Criteria Areas:**
   - Organization
   - Program Alignment (United Way Impact Framework)
   - Board
   - Documentation verification

Organizational Criteria

Basic Eligibility Requirements:

- 501(c)3 Organization, except:
  - ISDs and ISD Foundations
  - Universities, Colleges and their Foundations
- UW Funding Request = 50% or less of total organizational budget
- McLennan County Service area (by zip codes)

Program Alignment

Basic Eligibility Requirements:

- Mission Statement *(Narrative)*

- Program/Activities Description *(Narrative)*

- Pillar/Focus Area Alignment   *(Choose: United Way Pillar/Focus Area)*

- Goal/Strategy Alignment   *(Choose: Sub-sets by issue area)*

- Acknowledgement of United Way Partnership commitments:
  - Meetings & Capacity-Building Workshops
  - Equity
  - Measureable & Meaningful Results (Data reports)
  - Effective Use of Resources (Budget reports)
  - Continuous Learning

Board Criteria

<u>Basic Eligibility Requirements:</u>

- Formal Board Structure

- Board Tenure Limits & Rotation Plan

- Fiscal Responsibility of Board (Budget & Review)

- Annual Review of ED/CEO

- Organizational / Board Bylaws

- Meets 4x/ year + at quorum

Documentation

Basic Eligibility Requirements:

- **IRS - 501(c) 3 Letter*** *(New Applicant orgs only)*
- **Audit or Reviewed Financial Statements (by $ size of organization)***
- **IRS 990***
- Board of Directors List
- Certificate of General Liability Insurance ("Acord" Form)
- Organizational/Board Bylaws
- Policy of Non-Discrimination of Services to Clients (or serving a Traditionally Underserved Target Population)
- Organizational Budget *(Current FY, budget-to-actual)*

*Required Upload for Eligibility Checklist Package

All other documents subject to United Way request at any time. Must indicate that your org has all of the required documents on file.

Prior Year Audit / Financial Statements

Financial Statements (min level)	Annual Revenue
• *Audit*	**$1,000,000 +**

• *Independent Financial Review (CPA/Accounting Firm)*
    If not included in CPA/Firm's review, <u>please also attach</u> a Board Statement detailing:
    • *Internal controls in place at the organization, particularly to monitor cash*
    • *The process for monitoring financial statements and budget for organization*
    • *If any CPAs currently serve on the Board*
	$500,000 - $999,000

• *Board-Approved Financial Statements*
(Prior FY Balance Sheet & Income Statement minimum)
    <u>*Include Board Narrative / Minutes approving annual financials and detailing:*</u>
    • *Internal controls in place at the organization, particularly to monitor cash*
    • *The process for monitoring financial statements and budget for organization*
    • *If any CPAs currently serve on the Board*
	$499,999 and below

United Way
United Way of
Waco-McLennan County

Grants – General Parameters

Question	Answer
Total United Way $ available for all Grants?	*(Campaign Contingent – 2022 results)*
What is the funding year?	*Pending Budget Review*
Are grants renewable?	No, but may re-apply in following year; annual competitive process
What is reporting cycle?	Mid and End of Cycle
How many program are submissions allowed?	Up to 2 programs

Grants – General Parameters

Question	Answer
What is not funded?	• Capital Campaigns • Debt Service • Endowments • Fundraising Events • Programs not aligned with Impact Framework • No significant building renovations • No Large Capital Purchases (e.g. vehicles) (maximum 10% of grant award, up to a maximum $7,500 per organization) • New "seed" program of <u>new</u> organization (no history) • Short-term initiatives < 1 year • Materials or training only

Grant Caps – Per Program

Question	Answer
Max request/award $ (per Program):	$75K Max for all except Safety Net Services (Communities Goal 2) $50K Max
Min request/award $ (per Program):	$15K min/ Program (Request) $10K min/Program (Award)
Can a portion be used for General Operating?	Yes – up to 25% of grant

Grant Caps – Per Org (2 Programs)

Question	Answer
Max award $ <u>per Org</u> (Combined $ Cap)?	$150K max Combined Total per Organization (if applying under 2 different pillars) $100K Safety Net Services (Communities Goal 2)