



Morrison County United Way

107 SE Second Street – Little Falls, MN 56345
320.632.5102 – email: unitedway@clearwire.net

To Increase the Organized Capacity of People to Care for One Another

PROGRAM DEVELOPMENT VENTURE GRANT APPLICATION

This is the application packet. We have reviews in March and September. Materials are due on either March 1st or September 1st. Our Executive Committee will review the application in order to make a recommendation to the Board of Directors.

Please send **one hard copy original (office)** to Ted Pfohl, Morrison County United Way, 107 SE Second Street, Little Falls, MN 56345 and **electronic copies** unitedway@clearwire.net of the following:

- Include the Requirements, Criteria, and Evaluation in the **PROPOSAL NARRATIVE** (but limit to one to four pages):
- Please clearly identify desired outcomes.



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PROGRAM DEVELOPMENT POLICY

The Program Development Policy of the Morrison County United Way is a funding approach developed to provide support in order to increase long-term health and human service delivery.

The Program Development Policy refers to "Applicant" which is defined as an organization whose purpose is to manage the resources required to provide human and health care services. "Programs of Applicant" is defined as an identified emerging area of need. This may be defined by existing programs or through an organization's research efforts (task forces, service audits, etc.). The Program Development Grant must have a long-term effect upon developing human and health care needs. Program Development funds will be distributed biannually unless otherwise recommended. Grants of \$500.00 or less may be paid in one installment. A written report describing the progress of the applicant's program will be required six months after the first distribution of funds. The Executive Committee will review and monitor the recipient as deemed necessary. The second distribution of funds will occur upon acceptance/approval of the six-month progress report by the United Way Board of Directors.

CHECKLIST FOR ELIGIBILITY

- A. The applicant must be incorporated and registered with the State of Minnesota. It must meet the guidelines of the Minnesota Charities Review Council.
- B. The applicant must have bylaws clearly defining the applicant's purpose, functions, organizations, and lines of authority.
- C. The applicant must have tax exemption under section 501(c) 3 of the Internal Revenue Code. Government or community service programs may also be considered eligible.
- D. The applicant must have a certificate of non-discrimination.
- E. The applicant must have an organized governing authority, comprised solely of volunteers, with responsibility to implement a program and to administer and be accountable for the dollars granted. Exception to volunteer status only would apply in the case of a program by a government agency or community services. The governing authority must represent the community, which it seeks to serve, consist of a minimum of five members and meet regularly.
- F. The applicant's primary geographical area of service and physical location must be in the Morrison County United Way service area.
- G. Requests for support must be consistent with the purpose of the Program Development Policy of providing long-term start-up funding for service delivery. The following are examples of items that will not be considered for Program Development funding:
 - 1. Direct financial assistance to individuals or families.
 - 2. Audits
 - 3. Other items deemed inappropriate by the Morrison County United Way Board.

CHECKLIST: APPLICATION REQUIREMENTS

- A. Initial Program Development funding will cover a period not to exceed twelve months. Therefore, proposals should reflect achievable objectives to be performed within the twelve-month funding period. The application and approval process is as follows:
 - 1. The Morrison County United Way must receive an inquiry in writing regarding the Program Development Policy.
 - 2. In response to the inquiry, the Program Development Policy will be distributed to the applicant.
 - 3. The applicant must submit a narrative application in writing responding to the Program Development Policy criteria.
 - 4. Applications will be reviewed two times a year. Applications will be accepted until March 1 and September 1.
 - 5. The Executive Committee will review the applications.
 - 6. The review may include conferences and/or on-site visits with applicants.
 - 7. The review process will conclude with the Executive Committee making a recommendation to the United Way Board.
 - 8. The Board will determine whether or not an organization will receive Program Development funding.
 - 9. Notification of actions on requests will be given to applicants no more than 180 days after the application was received.
 - 10. The above-described time frame can be waived at the discretion of the Morrison County United Way Board of Directors.

CHECKLIST: CRITERIA FOR EVALUATING DOCUMENTATION OF NEED

Each applicant is required to document the need and describe how its program will meet that need. The following criteria will be used to evaluate this documentation:

- A. Documentation of need and the significance of the program to resolving the need including:
 - 1. The general needs of the neighborhood or community to be served
 - 2. The particular need with which the proposed program addresses and the extent of other related activity in the area.
 - 3. Estimate the number of clients to be served annually.
- B. The program's level of volunteer activity.
- C. The consistency of the program with the Morrison County United Way program and service guide.
- D. The agency's financial need and the impact which a Program Development grant will have on the organization's ability to carry out its program.
- E. The degree to which a United Way Program Development grant will bring other funds for the program.
- F. The extent to which the applicant has examined other sources of funds for the program.
- G. The degree to which a grant would help to stabilize the organization or its program.
- H. The degree to which the proposal clearly defines how the monies will be used and delineates the objectives of the program in specific, achievable, and demonstrable terms and a method for assessing the success or failure of the program.
- I. The feasibility of the proposed program within the total resources of the organization.

EVALUATION CRITERIA AT CONCLUSION OF GRANT PERIOD

Program Development recipients will be allowed to seek extended funding beyond the first year for stabilization purposes. This does not, however, obligate the Board of Directors to fund the applicant, but only to consider its request. To be eligible for consideration subsequent periods of funding, the organization must meet the following criteria:

- A. All concerns (administrative, management, program, facility, financial, etc.) expressed by the Executive Committee at the time of the previous year's funding will have been addressed with positive, demonstrated results by the organization.
- B. Demonstrated effectiveness of the applicant's program in meeting the proposed community need.
- C. Consistency of subsequent proposals with goals and objectives of the previous year.
- D. A clear and operable plan for generating other resources. The Morrison County United Way encourages applicants to avoid dependence on only a few fund raising sources.
- E. A biannual financial/program report from the preceding six months.

Program Development funding will not be available to any program beyond the third year. It is recommended that within 60 days after completion of each year of operation of the Program Development grant, the Executive Committee meet with the recipient to conduct an evaluation process, which will include the findings on:

- A. How the United Way grant has fulfilled the original intent and purpose of the Program Development program.
- B. Types of services funded.
- C. Geographic areas and clientele served.
- D. Accomplishments of the recipient program and relationship of objectives of original request for funding.
- E. Description of how Program Development funding was used (staffing, training, operating expenses, etc.).
- F. Financial and program future of the recipient.
- G. Recipient's feedback on the Morrison County United Way Program Development Policy review process.

Approved: July 19, 2000