

**UNITED WAY OF ANDROSCOGGIN COUNTY
OXFORD COUNTY
2020 APPLICATION NARRATIVE/BUDGET INSTRUCTIONS AND INFORMATION**

GENERAL INSTRUCTIONS

The purpose of the Community Investment Application (CIA) is to convey clear outcomes for program work funded by this United Way. Its intended audience is the appropriate Priority Area Impact Council, United Way staff and the United Way Board of Directors. The CIA is intended to reflect program priorities and areas of program focus, specifically prevention. It provides a bridge between the agency's vision and mission statements and the specific resources and needs in the community. A meaningful CIA is one that communicates how a program intends to achieve its intended outcome(s) in support of Priority Area Impact Council outcome(s). Its components should be expressed in terms that the appropriate Impact Council, United Way staff and United Way Board of Directors clearly understand. The following program narrative should describe intended outcomes, rather than processes or procedures. Program outcomes and budgets submitted by applicant agencies are reviewed by United Way staff upon submission by the agency.

Other Instructions and Requirements:

1. Number of Copies of Community Investment Applications to be Submitted:

One (1) copy to be submitted electronically to Joleen Bedard, Executive Director at jbedard@unitedwayandro.org. One (1) original copy, with signatures submitted to United Way of Androscoggin County, P.O. Box 888, Lewiston, ME 04243.

2. Due Date: All Community Investment Applications and materials are due in the United Way office by **FRIDAY, DECEMBER 18, 2020, 3:00 p.m. EST. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE.** Late or incomplete applications will not be considered by this United Way.

3. Priority Area Outcomes: Agencies must apply to one specific Priority Area outcome. Agency programs are not allowed to apply to multiple outcomes. Applicant agencies may include an impact statement detailing how the program could impact other Priority Area outcomes.

4. One Year Funding: 2020 CI process is on a one (1) year funding for Calendar Year 2021.

- A. Fund individual program;
- B. Fund individual program conditionally;
- C. Do not fund program.

5. **Impact Council Questions:** Impact Councils may seek additional information from applicant agencies prior to the Program Review. If so, applicant agencies will provide the requested information at the Program Interview.
6. **Anti-Terrorism Compliance Measures Form:** Applicant agencies must also submit with the CIA one (1) completed and signed Anti-Terrorism Compliance Measures Form.
7. **Specific instructions for each element of the Community Investment Application follows.** In your final submission, please clearly identify each of the seven (7) required elements in the CIA narrative, and include Community Investment Forms 1 and 2. Agencies must submit their general budget forms. All forms may be downloaded from UWAC website: www.unitedwayandro.org.

APPLICATION NARRATIVE INSTRUCTIONS

I. **STATEMENT OF THE PROBLEM:** Problem Statement should describe the condition of the target population that requires improvement; it should not describe a need for services. The target population is defined as the group of people in the community experiencing the problem. The target group shares certain characteristics, which should be included in the Statement: social, demographic, geographic locations and factors that put them at risk. Information sources should be referenced. Statement not to exceed one-half (1/2) page.

II. **PROGRAM PREVENTION OR INTERVENTION:** Classify program services as Prevention or Intervention explain, in detail, why. Please refer to the Guide on Recognizing Prevention Services.

III. **PROPOSED PROGRAM OUTCOME(S):** In order to show the impact your program is having on the target population and community, **submit no more than three (3) measurable outcomes** that your agency is requesting United Way funding investment. This section should include:

A. Agency Mission Statement.

B. Program Outcome(s) Narrative: List **no more than three (3) measurable outcomes** that your program aims to achieve with United Way investment. Outcomes should be a direct result of the specific outputs of the program. Describe how the outcome is clearly related to the problem statement in that it points out why specific services are delivered, what effects these services should have on the target population and how these services focus on prevention. **Connect in narrative form each segment of the logic model leading to the intended outcome(s) and how the intended outcome(s) serves the Impact Council outcome.**

C. Measurement: Program outcomes state the intended results of a program in a form that allows these results to be observed or measured. Include information on a specific time frame, designation of the measure used, how data will be collected and identification of the expected level of achievement.

Keep in mind when developing and submitting your program outcome(s) that, if funded, this is what the agency will be held accountable to accomplish.

IV. **GREATEST CHALLENGES FACED BY THE PROGRAM IN 2020, INCLUDING SYSTEMIC BARRIERS.**

V. **HOW WILL THE UWAC INVESTMENT BE UTILIZED IN 2021?**

VI. **OUTREACH:** Describe how the agency reaches out to the community in general, and to the target population specifically, in identifying clients or consumers and how the program is publicized.

VII. STAFF ORGANIZATION: The number, qualifications and organization of staff resources specific to the program, whether paid or volunteer, should be an outgrowth of the stated program outcome(s) and outreach activities. Briefly describe the relationship of staffing configuration to the outcome(s), program and outreach activities. Staffing costs are generally the greatest percentage of a health and human service program budget. This area begins to build the case for your budget proposal. United Way Community Investment volunteers will be examining the above relationship. An organizational chart specific to the program can be submitted.

VIII. COMMUNITY COLLABORATION: Describe current or planned collaborative efforts, activities and categories of service, especially those providing prevention services involving the applicant agency. These may include work with other agencies or groups, and/or municipal, state and federal government. Also include information on how the agency collaborates with other agencies in establishing and maintaining a referral process. If United Way funding may leverage other sources of funding, provide specific examples and dollar amounts (if available).

2020 COMMUNITY INVESTMENT APPLICATION BUDGET INSTRUCTIONS AND INFORMATION

Community Investment Budget Forms:

Agencies must submit budget Community Investment Budget Forms 1 and 2. No other budget format will be accepted. Forms must be complete. Community Investment Form 1 provides Community Investment volunteers with appropriate information on the agency budget. Community Investment Form 2 is proposed budget by Program and Supporting Functions.

Budget Narrative:

In addition to completed budget forms, please include, in the form of a budget narrative, any clarifying or collateral information in support of specific line item(s) or the overall budget. Explain any large variances from year to year.

Also submit one (1) copy of agency's most recent:

Agency Audit IRS Form 990 and Federal 501(c)(3) Tax Exempt Form:

New applicant agencies must submit last 3 years of above forms.

Agencies must submit all requested financial information in accordance to the **Friday, December 18, 2020, 3:00 p.m. deadline.**

SUMMARY

Electronic Submission: 1 Copy

- 2020 Community Investment Application
- Agency/Program Budget

Hard Copy: 1 Copy

- Original 2020
- Community Investment Application, with signatures
- Agency/Program Budget
- Applicant Agency Requirements & Criteria Form
- Current Agency Audit
- Current Agency IRS Form 990
- Federal 501(c)(3) Tax Exempt Form
- Board of Directors Roster