**United Way of Androscoggin County 2018 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. **One (1)** original copy, with signatures submitted to United Way office.

1. **Due Date**: All Community Investment Applications and materials are due in the United Way office by **Thursday, November 16, 2017 at 3:00 pm EST.** ***THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE.*** Late or incomplete applications will not be considered by this United Way.
2. **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.
3. **Proposal Narrative Size**: Application narrative must not exceed five (5) pages, exclusive of Program Logic Model, budget forms, Fundraising Activity Form and the Statistical Report. Impact Councils will consider as part of their evaluation process agencies that exceed the 5-page limit. Use font no smaller than 12-point, with a one-inch margin. The proposal narrative consists of Problem Statement, Use of United Way Funds, Program Prevention/Intervention, Proposed Outcomes (with Logic Model), Outreach, Staff Organization, and Community Collaboration. Do not submit supportive and/or collateral material with the application. Provide a URL link to your collateral material.
4. **One Year Funding:** 2018 CI process is one (1) year funding for Calendar Year 2018. Application process for Calendar Year 2019 will require a reduced application, with no site visit and program review. Impact councils retain the right to;
   1. Fund individual program;
   2. Fund individual program conditionally;
   3. Do not fund program.
5. **Agency Site Visit and Program Review:** Impact Councils will schedule site visits to applicant agencies beginning in November 2017 and to be completed by January 2018. United Way staff will be in contact with appropriate agency staff to develop site visit schedule. Site visit guidelines will be made available. During the site visit a program review will be completed. During the program review portion of the site visit agencies will have the opportunity to further describe the program, desired outcomes, budget, and answer any questions. Site visit and program review guidelines will be made available to agencies prior to the site visit.
6. **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 Site Visit and Program Review.
7. **Applicant Agency Requirements & Criteria:** Applicant agencies must submit with the CIA a completed and signed Applicant Agency Requirements & Criteria Form.
8. **Anti-Terrorism Compliance Measures Form:** Applicant agencies must also submit with the CIA one (1) completed and signed Anti-Terrorism Compliance Measures Form.
9. **Specific instructions for each element of the Community Investment Application can be found on the following pages.** All forms may be downloaded from UWAC website: [www.unitedwayandro.org](http://www.unitedwayandro.org).

**Application Narrative Instructions**

1. **Statement of the Need**: Need 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 1,500 characters with spaces.
2. **Program Prevention or Intervention or Combination**: Classify program services as **Prevention** or **Intervention** or a **Combination.** Explain, *in detail*, why. Please refer to the Guide on Recognizing Prevention Services.
3. **Most Significant Accomplishments and Program Outcomes**: In order to show the accomplishments and 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:
   1. Agency Mission Statement.
   2. Program Logic Model: The logic model is found following the narrative. Please provide concise information for each column**. Activities** describe what the program does with the inputs to fulfill the agency’s mission. **Resources** are resources dedicated or consumed by the program and the direct products of program activities. **Indicators** are the specific items of information, using numbers and/or percentages, that track the program’s success on its stated outcomes.
   3. 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.**
   4. 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.

1. **Greatest Challenges Faced by the Program**: Describe any challenges or barriers to achieving program outcomes. Please include any explanation of these barriers and how much of an impact challenges and/or barriers have on the program outcomes.
2. **Addressing Program Challenges and Barriers**: Please list how the organization or staff are addressing challenges and barriers to ensure the program reaches desires outcomes or goals.
3. **Statement of how UWAC Funds will be Utilized in 2018**: Describe the specific use of United Way funds for the program. Explain how individuals are served with these funds.

**2018 Community Investment Application**

**Budget Instructions and Information**

Community Investment Budget Forms:

Agencies must submit budget Community Investment Forms 1(agency budget) and 2 (program budget). 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 November 16, 2017, 3:00 p.m. deadline.

**SUMMARY**

Electronic Submission: 1 Copy

* 2018 Community Investment Application
* Agency/Program Budget

Hard Copy: 1 Copy

* Original 2018 Community Investment Application
* 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