



United Way  
of Androscoggin County

## United Way of Androscoggin County Letter of Intent (2024 - 2025)

**Grant Period:** June 2024 - May 2025

This form is intended for organizations that would like to become a partner agency of United Way of Androscoggin County (UWAC). A Letter of Intent (LOI) is required before an agency can apply for 2024-2025 funding. Do not exceed the space allowed. Email the following documents as separate PDFs to [jbedard@unitedwayandro.org](mailto:jbedard@unitedwayandro.org) on or before May 3, 2024, at 4 pm:

- Letter of Intent Application
- Proof of nonprofit status (IRS determination letter)
- Most recent 990 and audited financial statements

If applying for more than one program, please complete a Letter of Intent for each program.

### OVERVIEW

UWAC provides funding for nonprofit health and human service organizations serving people in Androscoggin county. A full list of towns in the service area is available [online](#).

Submission of this LOI and/or the subsequent 2022 Funding Application does not guarantee UWAC funding.

If you have questions, please contact Joleen Bedard at 207-795-4000 or [jbedard@unitedwayandro.org](mailto:jbedard@unitedwayandro.org).

### TIMELINE

Date	Activity
April 12, 2024	Letter of Intent Available
April 22, 2024 at 4 pm	Letter of Intent Due
April 12, 2024	2024 Funding Applications available online
May 3, 2024 at 4 pm	2024 Funding Applications and supplemental documents due via email to <a href="mailto:jbedard@unitedwayandro.org">jbedard@unitedwayandro.org</a>
May - June 2024	Agencies present to volunteer panel
June 2024	Agencies notified of funding decision
June 2024	First funding payment distributed

## ELIGIBILITY REQUIREMENTS

NOTE: Do not submit an LOI unless all of the following conditions apply.

- The organization is an incorporated nonprofit organization under the laws of the state of Maine and has tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.
- The organization has a Board of Directors that is an active, representative voluntary governing body, with regular meetings and is responsible for developing its mission, determining its strategic direction and providing oversight.
- The organization has bylaws that state the purpose of the organization, make provisions for the size of the Board of Directors and provide rules for selection, tenure, number of officers and committees, financial and legal procedures, conflicts of interest and quorum requirements.
- The Board of Directors is responsible for ensuring that sufficient funds are available for the organization to meet its objectives.
- The organization has proof of adequate liability insurance coverage and will indemnify UWAC, its volunteers and staff from any and all liability for any damage or injury caused to any employee, client, patron, agency, visitor or guest of the organization.
- The organization can submit, when requested, an IRS Form 990 and an audit (or financial review, in accordance with state law) prepared by an independent certified public accountant in compliance with generally accepted auditing standards as applied to nonprofit organizations.
- The Board of Directors has inspected and approved the annual audit, or review, as well as IRS Form 990.
- The organization has and maintains a balanced budget, or has an agreed-upon plan for meeting all deficits.
- The organization provides funded services in Oxford County, and its services are culturally sensitive and barrier free.
- The organization has identified projects or programs that fall within the scope of one or more of UWAC's Investment Areas: health, education, and financial stability.
- The organization can adhere to UWAC's Partner Program Agreement, available [online](#).
- The organization demonstrates reasonable efficiency in program management and adequacy of resources, both in materials and in personnel (voluntary and paid) to sustain a quality level of service.
- The funding request to UWAC does not extend to individuals, civic or political institutions, school fundraisers, capital campaigns or endowments, sponsorships, event fundraisers, or sporting events.
- If accepted and funded, the organization agrees to support United Way's fundraising and outreach efforts by conducting an employee payroll campaign and by including the United Way logo on printed and electronic advertising and promotional materials.



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## LETTER OF INTENT APPLICATION

You must complete this application in its entirety.

Name of Organization

Street Address

Mailing Address (if different)

Phone Number

Organization Website

Organization EIN

Executive Director Name

Executive Director Email

LOI Completed By

Email of Person Completing

Organization Mission

Year Founded

Name of Proposed Program/Service

This funding is for a:

New Program  Existing Program



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Which of the following UWAC Investment Areas does your program target (choose one)? Investment Area outcomes can be found [on our website](#).

Health

Education

Financial Stability

Projected number of people to benefit from this program in Oxford County:

Anticipated amount of one-year request for this program:

Less than \$5,000

\$5,000-\$10,000

\$10,001-\$20,000

\$20,001-\$30,000

\$30,001+

Brief Description of Program/Service:

Brief Description of Population Impacted by Program/Service:

Does another organization provide the same or similar services?

Yes

No



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If yes, what differentiates your program from theirs?

If United Way funds are not available, how will the program and the community be impacted?