



United Way of Decatur
& Mid- Illinois

Community Impact Toolkit



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Reference Information

Funding Philosophy

The United Way will consider funding programs and services that meet the intent of our Funding Philosophy.

Funds will be allocated to support local human care needs through programs and services in the Macon County area.

Recognizing the uniqueness of the community in which we serve, our United Way will strategically invest in the services that address the needs in our three Vision Areas:

Access to Health Care: Every individual in our community will have access to affordable health, mental health, and dental services including access to prescription medicine to treat their illness.

Community Basics: United Way will continue to address the critical needs of Macon County by investing in programs and/or services which respond to individual or community crisis or provide services that promote self sufficiency while providing the basics of life- food, shelter, economic well being, and protection from violence.

Youth Development: Every youth in our community will successfully graduate from high school with the support of their family unit and the community at-large and will move on to post secondary education or employment that meets the basic needs of the employee and his or her dependents.

Mission Statement:

“To increase the organized capacity of the community to care for each other.”

Purpose Statement:

Over the years the purpose of the United Way has evolved from a single fund raising event representing many agencies. Today, our United Way is involved in year round community problem solving. How do we do that?

On a continuing basis, United Way works with other agencies, public and private, to assess the need for human service programs. We seek solutions to human problems, by developing new or expanding and modifying existing human services programs. We also work to promote preventative activities as well as foster cooperation among local, state and national agencies serving the communities of Macon & DeWitt Counties.

Funding Parameters

General Parameters:

- Annual disbursement of funds to existing Endorsed Agencies for the purpose of funding local programs and/or services (including administration costs related to programs /services)
- Each United Way funded program/agency will be reviewed every year

General Eligibility Requirements:

The United Way is unable to fund:

- Direct funds to individuals
- Capital construction cost
- Fundraising efforts by our member agencies
- Deficit funding
- Program operation reserves
- Dollar for dollar replacement of government funding

Eligibility

- Must be incorporated and registered as a charitable organization under the Tax Exempt by Laws Section 501 (c)3
- Must provide programs and/or services to local communities in the geographic area of Macon and/or DeWitt Counties
- Must provide services and/or programs of a health or social service nature which does not unnecessarily duplicate existing services and/or programs
- Must provide annual audited financial statements
- Must commit to and sign United Way Agreement

Funding Criteria:

The United Way will fund specific programs or services that meet the intent of our funding philosophy. The United Way is accountable to its donors and the community at large and thus the expectation is that each agency applying for funding demonstrates:

1. Need in the community
 - There is a need for this agency's programs
 - Program aims to reduce economic and social disparities as well as improve access to services for its clients
 - How is need for this service determined?
Size and characteristics of total population in need of this service?
 - Number of clients using service (or if new program, number available to be served.)
 - Number unable to service (waiting list, referred elsewhere)
 - Other agencies/programs providing this service

2. Efficiency in management

- Agency makes optimum use of staff and volunteers
 - Use of volunteers in direct service, policy and advisory capacities where appropriate
 - Methods of recruiting, training, developing, motivating and evaluating volunteers and staff
 - Volunteers and staff reflective of all sectors of the community including diverse ethno-racial groups, persons with disabilities and consumer groups
 - Staff structure and responsibilities including expansion/reduction of staff
- Agency uses its physical facilities efficiently
 - Utilization of physical facilities, hours of operation, branch offices, use of facilities by other organizations, accessibility of facilities has been considered
- The agency is cost effective in its administrative and service delivery activities
 - Monitoring and use of cost per unit-of-service annually
 - Staff-client ratios (where applicable)
 - Historical trends in administrative and program service cost
 - Self assessment by agency of comparative service cost by other providers of similar services (where appropriate)
 - Initiate to control cost
- The agency benefits as a result of its affiliation and/or coordination with other agencies and service provider(s)
 - National/local affiliations
 - Formal and informal co-operative relationships or initiatives
 - Support from National organizations-financial or otherwise
 - Affiliation fee paid to National Organization
- Board of Directors actively involved in fulfilling its responsibilities for the performance of the agency
 - Board Governance Model
 - Board defines and exercises its role and responsibilities
 - Board awareness of deficiencies, attempts to correct them
 - Board responsibility for performance of the Executive Director and for ensuring there is a process for performance review for other senior management
 - Financial controls exist to ensure proper money management
- Agency staff members are well qualified to carry out the functions of the agency. The agency conducts staff training- evaluation and agency has up-to-date personnel policies
 - Responsibilities/qualifications of staff. Responsibilities clearly defined

- Staff development programs
- Determination of salary levels/comparative studies
- Staff evaluation procedures
- Staff participation and involvement in direction of the agency
- Appropriate human rights, harassment and complaints procedure policies are in effect
- A planning process is used to direct the activities and functions of the agency
 - Annual operating plan
 - Long-range plan
 - Most critical problem facing the agency this year, next three years
 - Results of program evaluations are used in long-range planning process (new approaches, new programs planned)
 - Use of annual budget as planning and a management tool includes budgetary controls that provide for periodic and timely review of actual expenditures against estimates and adjust operating plans based on these reviews
 - Ensures reserves are appropriate to the particular requirements of the agency and the intended use of the fund
 - Ensures the agency has a reasonable mix of funding sources
 - Response to previous panel reports

3. Accountability

- The agency's accounting procedures and fiscal controls are sound and clearly accounted for United Way funding
- The agency has a complete, accurate and realistic budget
 - Process in place for establishing/revising budget
 - Budget reflects agency and program priorities
 - Annual financial statements correlate to budget projections
 - Reasonable estimates for current and proposed income expenditures
 - Has a user fee policy where appropriate and implements policy in a way that does not restrict access to services
- Can provide annual audited financial statements
- Agency has Board of Directors that reflects the community served
 - Representation of clients and former clients on Board
 - Process of Board recruitment and election
 - Reflects ethno-racial diversity of the community served
 - Constitution and By-laws
 - Agency has conflict of interest policy in place

4. Effectiveness

- The agency regularly evaluated the effectiveness of its work and programs. Its evaluation process includes the systematic collection of data to monitor programs and to aide in improving and making the programs more responsive to client and community needs.
- Agency makes changes to its programs and services based on information about how successful programs are in achieving their objective.
 - Kinds of relevant information collected
 - Evaluated progress in meeting program objectives
 - Process by which change is introduced and implemented evaluation procedures
 - Examples of recent program changes, if and, in view of evaluation results
 - Partners with other agencies in joint effort to offer programs and response initiative
- The agency helps clients and communities to develop their strengths and capacities. It encourages participant's self-sufficiency and, where appropriate, works to prevent an undue dependency on the program or service. User input into program design, planning and evaluation is suggested.
 - Agency provides clients with information regarding other available programs that may address their needs
 - Agency and clients work together to assess ongoing individual needs for service
 - Involvement of clients in activities demonstrating independence and empowerment
 - Number of clients who have "graduated" out of the program and become independent during the last year (last three years). (This may not be appropriate with some agencies)
 - Organization supports community initiatives which build on community strengths and independence

5. Accessibility

- Activities and services are available to those in need of the service
 - Identify challenges and barriers to accessibility
 - Structure and access are geared to accessibility
- Agency has an anti-discrimination policy and includes outreach and promotion strategy

6. Need

- Proposed use of United Way funding
- Uses of previous United Way funding (Since last review)

- The agency's financial reserve (size, rate of growth/decline, current or intended use, restricted/unrestricted reserves)
- Operating surplus/deficit
- Consequences if agency does not receive the requested allocation
- Other sources of revenue such as government funds, donor choice designations, proceeds from productive enterprises, funds from foundations and user fees.
- Percentage of overall agency budget and program budget that United Way funding represents.

7. Support

- Agency has/commits to having a United Way campaign for its Board, staff and volunteers
- Agency supports/commits to support the United Way by participating in United Way consultations, functions, campaign events and providing agency speakers
- Agency adheres/commits to adhere to United Way supplementary fundraising policy
- Agency uses/commits to use the approached United Way logo or word identification on letterhead and all other printed material
- Agency displays/commits to display approved United Way sign outside building or a satisfactory reason for not having one

Funding Principles

United Way Funding Priorities:

1. The United Way attempts to direct its funds towards meeting the community's most urgent human service needs, identified through the agency's own needs assessment and those of other organizations in the community. These assessments will be done by the United Way every three to five years.
2. The United Way is committed to the principle that all of its funded services are available to, and accessible by, all members of the community.
3. United Way funds programs and services. Salaries and benefits within a program should be included in the program budget. United Way does not fund specific employees.
4. To ensure stability of program and services, the United Way encourages agencies to access a diversity of funding sources for specific programs and not rely solely on the United Way support.

Volunteers:

1. The United Way and its Endorsed Agencies share the common objective of assuring the maximum involvement of volunteers, through their boards of directors, committees and programs, and in development and implementation of policies to meet human service needs in the most effective way possible.
2. The United Way and its Endorsed Agencies maintain responsible and representative governing bodies whose members serve with out pay, with established financial and administrative policies and procedures adequate to assure efficient and economical operation consistent with their purposes.

Allocation and Fund Distribution:

1. The United Way, through its Board of Directors and the Fund Distribution Panel, is accountable to donors and to the Macon County community for the most effective use of contributed funds.
2. Volunteerism is promoted through the direct involvement of members of the community in the allocation's process. Each member agency shall take part in the annual fund distribution process of its services and financial requirements. Agencies are expected to respond to significant performance issues identified in the fund distribution process in a timely fashion.

Trustee of Funds:

1. The United Way shall act as a trustee of funds collected under the name of the United Way and will disburse these funds on a regular basis or from time to time in accordance with good financial practices.
2. Records will be kept showing the status of the funds, and payments made; such records shall be made available at the request of the Endorsed Agency.

Expenses of the Campaign:

The cost of the campaigns, pledge loss incurred by the United Way and donor choice dollars shall be first charge against the funds raised.

Allocation of Funds:

Funds raised shall be distributed into the community through allocations to the endorsed agencies of the United Way. Allocations to Endorsed Agencies will be based on discussion with the Fund Distribution volunteers, and the agencies following a review of funding criteria. Recommendations shall be presented to the United Way Board of Directors for their final decision.

Donor Choice:

During the campaign, the following options for donation shall be offered:

1. The United Way Fund (non-designated funds)
2. Designation to a Endorsed Agency
3. Designation to a non-endorsed agency which must be a registered charity
4. Designation to another county other than Macon.
5. The exclusion of a specified agency.
6. Designation to a specific Vision Area.

Distribution shall be made as follows;

1. Donation to the United Way fund shall be distributed through the fund distribution process.
2. A surcharge of 8% shall be levied on designations to a non-endorsed agency.
3. Designations to an endorsed agency shall be forwarded over and above its annual allocation; such designated funds shall not be a part of the fund distribution process.
4. Designated funds will be distributed quarterly beginning in March after the end of the campaign.

Policies

Agency Funds:

The agency commits to fulfill its stewardship of community funds by providing funds of its own in addition to those it receives through United Way of Decatur & Mid-Illinois. However, the agency will not conduct employee workplace solicitations or directly seek designations to the organization through United Way workplace solicitations or any other venue. The agency will notify United Way in advance of any plans to conduct a capital campaign, and United Way reserves the right to reject any proposed capital campaign. The agency will continue to support and promote United Way's annual campaign and agrees not to hold special events on the date and time of scheduled United Way campaign events. Agencies conducting self support activities in violation of this agreement will be subject to appropriate action by United Way's Board of Directors, which may include loss of funding or termination of United Way Endorsement.

Conflict Resolution:

To ensure a fair process all parties agree to be open, non-confrontational, factual, and expeditious.

Process and Composition of Conflict Resolution:

Informal

If at any time a party has a concern they may contact the director in charge of the process.

- o Resource Development Director: for information regarding the United Way Campaign and Cabinet.
- o Community Impact Director: for information regarding Fund Distribution.

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- Finance Director: for information regarding allotted Fund Distribution.
- AFL-CIO Community Servicers Liaison: for information regarding labor organizations.
- Communications and Marketing Director: for information regarding marketing and publications.
- Executive Director: Oversees all directors.

Formal

If a party has a concern that has not been met by the informal process and needs to be addressed the United Way Board:

- A party must write a letter to the United Way Executive Director within 15 days of the event
- Resolution will be reached within 30 days of the receipt of the letter
- The Board will assign a committee to review the concern
- The party will be given the opportunity to meet face to face with the committee
- The committee will then bring the recommendation back to the United Way Board
- The decision of the Board will be final
- The Board will communicate to the party, in writing, its decision

Reserve Funds for Agencies

Components of a Reserve Policy

1. Definition of Reserves – usually the unrestricted net asset amount on the balance sheet less net property, plant and equipment.
2. Purpose – mainly exists to provide a necessary and reasonable amount of funds to operate the organization if anticipated funding is delayed or eliminated unexpectedly but also can include accumulating funds for capital improvements, program enhancements, etc.
3. Source of Reserves – mainly the cumulative excess of revenue over expense but could also specify legacies, bequests and memorials and earnings on investments.
4. Establishment of an amount – can be based upon a percentage of the current year’s operating budget and can also include an amount associated with future anticipated capital expenditures.
5. Mechanism for use of reserves – how are requests made and notification of and approval by board.
6. Maintenance – a procedure for calculation and review each year of reserve level by the board; a statement regarding the availability of funds if the actual reserve level exceeds the reserve amount established and a time frame for replenishing funds if the actual reserve level is less than the reserve amount established.

Conflict of Interest Policy for Panels

Comprehensive conflict of interest guidelines are essential to avoid the perception of any bias or conflict in the review process. These guidelines should be read at the beginning of each meeting and the Chair will decide what action is appropriate.

The conflict of interest guidelines are directed towards staff members and decision making volunteers of United Way funded agencies. It is the duty of each person who is in actual or perceived conflict of interest to openly declare such conflict. It is further duty of those involved in the united Way to disclose any actual or perceived conflict of interest of others in the group who might otherwise impair the integrity of the Review process.

- A staff member of a United Way funded agency may not be a member of any review panel
- A decision making volunteer of funded agency may not be a member of any review panel
- While serving on any committees of United Way funded agencies, agency volunteers may not participate in fund distribution process in that particular vision area
- Volunteers on panels will have access to information circulated about agencies and they must maintain such information in complete confidence

Document Destruction Policy

Document Destruction Policy: Individuals shall not knowingly alter, destroy, mutilate, etc. documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States. All United Way Endorsed Agencies must comply with this section and have a document destruction/ non-destruction policy in place.

*United Way of Decatur & Mid-Illinois can provide an example if needed.

Whistle Blower Policy

Whistle Blower Protection Policy: It is unlawful to discharge, demote, suspend, threaten, harass, or discriminate in any other manner against any employee who provides information regarding conduct the employee believes constitutes financial fraud or a violation of the laws. All United Way of Decatur and Mid Illinois Endorsed Agencies must comply with this section and have a policy in place for reporting, communication and follow-up of any fraud or illegal misconduct.

*United Way of Decatur & Mid-Illinois can provide an example if needed.

Roles

Role of Panel Volunteers

All panel members must be willing to make the time commitment. Panel members must attend training, review all the material, attend meetings, assess the agency, make a recommendation to the panel and be willing to substantiate these recommendations to the Board of Directors.

Role of United Way Board

The Board currently is represented by Co-chairs of Fund Distribution. The Co-Chairs attend all panel meetings where possible, including the final recommendation meetings. Their role is to clarify any Board priorities, policies and to sit in on discussion. They may choose to involve the Chair, Co-Chair or any other Board of Director member.

Role of United Way Staff

United Way staff will be utilized as a professional resource for both panel members and the agencies, to ensure an effective process. Staff will be required to analyze submissions and provide background and summary material for each review, as required. They will be present at all reviews and discussion in their capacity, as a resource, regarding United Way policies/guidelines for agencies and panel members. They will not make recommendations; only panel members will do so. Their staff role is to provide assistance to all parties and to ensure guidelines and policies are followed. Staff will organize and liaise with agencies and panel members for additional information and to schedule meetings.

Obligations of United Way

- To conduct an annual fundraising campaign within the Macon and Dewitt County to raise funds for programs and services
- To use reasonable efforts to ensure that such campaign is efficient and effective
- To recognize the Endorsed Agencies autonomy in determining its own policies and in administering its programs subject to the terms of the Agreement
- To consider funding request from all Endorsed Agencies fairly, in light of the principles set out above, the programs of the agencies and the needs of the community
- To provide a Conflict Resolution Procedure for Endorsed Agencies to question decisions made by the United Way
- To give the agencies reasonable notice of –and the right to comment on—any proposed changes to the United Way’s by-laws, policies, and procedures which may affect the agency
- To be fiscally responsible in all of its operations

Obligations of Member Agencies

- To comply with the Member Agency Agreement and to notify the United Way and re-negotiate the Agreement in the event of any substantial changes in the scope, funding, or operation of the Member Agency of its programs (the United Way Board of Directors will review and recommend any alterations in the allocated funding based on such program changes).
- To maintain its status as a 501 (c) 3 agency
- To be fiscally responsible in all its operations
- To adhere to the United Way's policies included in the toolkit as well as the United Way By-laws as amended from time to time.
- To adhere to the fundraising policy (see toolkit)
- To adhere to the policy regarding reserves (see toolkit)
- To re-apply annually for United Way funding using the forms provided by the United Way, along with any other information as may reasonably be required by the United Way, from time to time
- To cooperate fully with the United Way by providing information and documentation on all of the programs and services, as requested by the United Way, so that the United Way may assess and promote Endorsed Agencies
- To cooperate fully with the United Way and other agencies and organizations, to reduce the duplication of services, promoting efficiency, effectiveness, responsiveness and economy in the service delivery system
- To actively support and promote the United Way and its campaign efforts throughout the community
- To run a workplace campaign within the Endorsed Agencies
- To support the United Way campaign and be prepared to speak to volunteers and workplace campaigns about the value of United Way funding to the Endorsed Agency, if requested
- To make available volunteer and professional leadership and other services as may be required by the United Way, from time to time
- To display prominently in the Endorsed Agency offices and operating centers the United Way name and approved logo, and to promote the fact that the agency is a participating agency of the United Way
- To display United Way name and approved logo on all stationary, brochures and promotional materials, including the annual report and website

The Agenda for Community Impact

Outcomes Measurement in the Investment System

United Way is continuing its strong commitment to outcomes measurement in the investment process. Measurement and report of results are required to determine the effectiveness of any project in meeting the goal of the agenda. In addition, United Way uses these results to assess community- and program-level impact, demonstrate accountability, make investment decisions, help

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organizations improve their services, raise funds, recruit volunteers and maintain credibility.

United Way's outcomes measurement will continue to be based on the United Way of America's model. During the investment cycle, funded organizations will be evaluated on their ability to develop logic models for funded programs, develop baseline information, report progress in achieving outcomes, and develop improvements based on the results. All organizations will be held to the same standards.

Training in outcomes measurements will be provided to agency/organization staff. Technical assistance, including one-to-one consultation, will also be provided annually.

Community Impact Process

Phase One: Endorsement Appendix A & B

Agencies must apply for Endorsement every three years.

Every January there is a "Call for Endorsement". Agencies who are not currently endorsed may then apply, with their Applications for Endorsements being due in February. The United Way Board of Directors will then review the Applications for Endorsement in May. Once approved by the United Way Board, an agency can then apply for funding in the NEXT funding year. *For example a "Call for Endorsement" will go out in January of 2008. Applications will then be due in February of 2008. The United Way Board will review the Applications in May of 2008, and an agency can then apply for Funding for the 2009/2010 Funding Year. These applications for funding will be out in December of 2008.*

Agencies that have already been endorsed will only re-apply every three years. Their Application for Endorsement will only include updates on information provided during the Application for Endorsement Process. They must re-apply in the January in the year in which their Endorsement will end.

Phase Two: Letter of Intent Appendix C

The Letter of Intent is the initial mechanism through which United Way seeks to identify those projects that offer the most promise for helping to achieve the goals, outcomes and strategies of Community Impact.

Every November a Letter of Intent is due from Endorsed Agencies wanting to apply for funding in the next funding year. One Letter of Intent must be completed for each program in which the agency is submitting a Funding Application.

The Letter of Intent will show the Agency Mission, the need for the program, what the program does, and the expected outcomes from the program.

A group of volunteers will review the Letter of Intents to assure the program is applying for funds in the proper Vision Area. After reviewing the Letter of Intents, selected organizations with projects related to the United Way's Vision Areas will be asked to submit their Funding Application.

United Way may elect not to fund or advance any applicants with known management, fiscal, reporting, programs or other problems that make it unlikely they would be able to provide effective services.

Furthermore, all funding decisions are made at the discretion of the United Way's Board of Directors, based on the recommendations of the volunteer committee.

United Way reserves the right to reject any and all proposals, in part or in whole; to negotiate with application(s), and to award funding to those deemed most likely to contribute to the success of Community Impact.

Phase Three: Funding Application

Appendix D

The Letter of Intent will serve as the cover page for the Funding Application.

Page 1

- i) Mark "yes" if this is a program in which your agency did not receive funding for in the last fund distribution cycle. Mark "no" if your agency did receive funding last year.
- ii) Insert the amount of years in which your agency has been operating the program. If this is a new program mark "0"
- iii) Insert the amount of money your agency **received** for this program in the previous years. If this is a new program mark "0".
- iv) Insert the amount of money your program is requesting for this fund distribution year.
- v) Check the boxes that apply for the vision area in which you are applying for. Boxes can only be marked in one vision area. Check all that apply in the vision area in which you are applying for.

Page 2

1. Program
 - a. Describe the program that you are applying for. Explain why it is important.
 - b. Explain how this program fits with your agency mission.

2. Need
 - a. On your Letter of Intent, question 2 asks for key demographics in our community that show the need for your service. Explain how your program is helping to meet the need(s).
 - b. What changes have happened in Decatur/Macon County that would require your services for your client. Ex. Plant closing, higher teen pregnancy rate, etc.

3. Partnerships

Partnerships refer to any organization/program that would come in to assist your agency and/or that you go to, which in return benefits the clients.

 - a. How does your program work with other organizations/programs. If you do not have any partnerships explain why.
 - b. Are there any other programs doing the same service as you. Explain the difference.

4. Program Resources
 - a. How many staff and unduplicated volunteers did you have during the last fiscal year (2007-2008).
 - b. What are your expectations of staff. Do you require a degree, if so what level. If staff do not have a degree, how many years of experience are required. What training does staff and/or volunteers attend? What screening do your staff and/or volunteers go through.

5. Program Outcomes
 - a. Please see Attachment A. Examples are given there for the Inputs/Activities/Outputs and outcomes. Please note that Outputs are expressed in numbers. Training will be held for agencies to help with outcomes.

6. Program Evaluation
 - a. Reflect where or from whom the data is collected. Examples maybe found in the application. We are looking for where you find the data and who collects it.

7. Client Demographic Statistical Information
 - a. Provide your target population.
 - b. Complete Attachment B. In your application a chart is provided for income levels. Remember, this is an estimated guess of who you think you are serving.

8. Program Funding Sources
 - a. Explain what other sources of funding you have secured or requested. This is also the place to provide your plan for sustainability. Volunteers will look to see what percent of budget is represented by United Way funding.

9. Increased Funding Request
 - a. If you are requesting more funds than your program received last year, please indicate why you are asking for more.

10. Budget
 - o The categories represented by the majority of the revenue line items and all of the expense line items come directly from Part 1 and Part II of the Form 990, so hopefully agencies' accounting systems are set up to provide for these breakdowns.

 - o Agency Budget – ENTIRE agency budget for the agency's fiscal year which contains the due date of the funding application.

Line Item Definitions:

1. Contributions from Charitable Organizations/Foundations – include other United Way fund distribution dollars and designations here
4. Designations from United Way donors – include only designations reported to you by United Way of Decatur and Mid Illinois; unless these designations are stipulated to be used in the program for which the agency is requesting funding, the agency is not obligated to use these designations for the particular program
5. Net Income Special Events – no attached schedule required
13. United Way of Decatur and Mid Illinois Funding – for the Agency Budget and Program Budget for the current year, please include funding actually received not funding requested; for the Program Proposed Budget, please enter the funding amount requested
17. Compensation – include all salaries (executive, professional, clerical, technicians, counselors, students, etc); includes full time, part time and temporary staff but, excludes consultants or anyone on a contract basis, which should be reported under the category "Other" on Line 32 except for outside fundraisers which should be reported under the category "Professional fundraising fees" on Line 21 and janitorial contracts which should be reported under the category "Occupancy" on Line 26
21. Professional fundraising fees – include the fees to outside fundraisers who are paid primarily for solicitation campaigns they conducted or for consultation services connected with a solicitation of contributions by the organization itself

25. Postage and shipping – enter the total amount of postage, parcel delivery, trucking, and other delivery expenses, including the cost of shipping materials and the costs of outside mailing services
26. Occupancy – include all costs arising from an agency’s occupancy and use of owned or leased land, buildings and office (office rent, insurance, mortgage interest, utilities, janitorial and other maintenance services under contract). Please detail these expenses in Note 2. For those organizations which own their buildings, if depreciation is budgeted, please show building depreciation on Line 26 under the agency budget. However, please do not include building depreciation expense in the program budget; rather include the share of any mortgage principal payments allocable to the program
27. Equipment rental and maintenance – enter the cost of renting and maintaining equipment: computers, typewriters, calculators, postage machines, but not the cost of the actual postage
28. Printing and publications – enter the printing and related costs of producing the organization’s own newsletters, leaflets, films and other informational materials and the cost of any purchased publications
29. Travel – include fares, mileage allowances, automobile expenses, meals and lodging either incurred locally or to send employees to a presentation or conference out of the area
30. Conferences, conventions and meetings – enter the expenses incurred by the organization in conducting meetings related to its activities. Include such expenses as the rental of facilities, meals provided, speakers’ fees and expenses and printed materials. Also include the registration fees paid for sending staff to conferences, meetings or conventions conducted by other organizations
32. Other Expenses – include any expenses not includable in any other line item; if your agency budgets depreciation for items other than building, include it in the agency budget total

As the agency is preparing the budget, notes should be made to assist the presenter; the agency will be evaluated on how clearly the information is presented, and it should be apparent to the panel volunteers that the agency understands the budget information and can also ensure that the volunteers understand it. A narrative explaining budget items may be included but should be limited to one page in length.

Please have the Board President and the Executive Director sign and date the application.

The application should be one sided.

Phase Four: Volunteer Panel Review

Appendix E and F

The strength of the United Way Fund Distribution process lies in its Volunteer Panel Review process. This is a process where the “citizens” from the community review agency submissions and make recommendations on funding to the United Way Board of Directors. An extensive review of the process is done periodically.

Volunteer Applications

Beginning in 2007 each Volunteer Panel Member must submit a Volunteer Application (Appendix E). Each December, a press release will go out to the local media requesting those interested in being a volunteer contact the United Way. They will then fill out an application, and it will be reviewed by the United Way Staff and the Chair and Co-Chair of the Fund Distribution Process (each are United Way Board Members). The selection for Fund Distribution Volunteers will be made in January.

Recruitment

It is not expected that each Fund Distribution Volunteer would bring all skill and experience. It is suggested that these guidelines be looked at when recruiting volunteers to these panels. Volunteers:

- Need to broadly represent the community
- Must declare conflict of interest on the application
- Could, in some instances, be agency clients, but must not review their own agency or be on the panel that reviews the agency they are associated with
- Expertise in target funding areas, i.e. seniors, youth, health, social service, etc.

The panels should include:

- Financial expertise and accounting background on each panel, as a resource
- Donor representation from: workplace employee & individuals, corporations, outlying areas, the Labor movement, professionals, public and private sector.

Panel Review Process

Each Fund Distribution Volunteer will be encouraged to attend two trainings. One that will have all volunteers attending and one where each vision area will meet separately.

Each vision area will have 10-15 Fund Distribution Volunteers. This number includes a chair and possibly a Co-Chair. Chairs will be a volunteer who have participated in the fund distribution process in the past.

Fund Distribution Volunteers will also be encouraged to attend site visits for each of the agencies that are in their vision area. These site visits will be held during the three to four afternoons in the month of March, as scheduled by the United Way.

The Fund Distribution Volunteers will then listen to each agency present their programs in the "Panel Reviews". Each agency will have one hour to present their program/s. After hearing the presentations, the panel distribution volunteers will evaluate the presentation and application on the given form. (See Attachment F.)

The evaluations will then be averaged and rated from high to low. The Fund Distribution Volunteers reconvene to discuss funding for each program and to make a recommendation to the United Way Board of Directors.

After receiving the recommendations from the Panel Review Teams, the United Way Board of Directors will review the recommendations and either approve or ask for clarification. The final recommendation from the United Way Board of Directors will be made at the April Board Meeting, with the agencies then receiving a letter and fax within two days. Media will be notified within three days.

Phase Five: Interim/ Yearly Report

Appendix G

Agencies will complete the interim report by January 31st. This report will show statistics from July 1-December 31.

The yearly report will be done by July 31. This report will show statistics from July 1 to June 30

Year Long Time Line

Appendix H



United Way of Decatur
& Mid-Illinois

Endorsed Agency Criteria Application and Checklist

United Way of Decatur & Mid-Illinois Endorsed Agencies will participate in the agency endorsement process every 3 years. Although endorsement will be for a period of 3 years, United Way may ask for updated information during that 3 year timeframe.

Endorsement is a necessary condition to be considered for future United Way funding but does not guarantee or imply that an Endorsed Agency will receive United Way funding dollars. United Way will consider funding applications from Endorsed Agencies and all agencies who have received Endorsed Agency status by United Way will be eligible to apply for funding. Funding applications for each of the United Way priority areas will be issued to every Endorsed Agency.

Agency Endorsement will be conducted by United Way staff and overseen by the United Way Board of Directors. All written applications and supplemental materials will be reviewed by the following United Way staff: Executive Director; Director of Finance and Administration; and Community Impact Director. Written applications may be viewed by The Board of Directors if United Way staff have questions or concerns. The United Way staff and Board of Directors understand that some of the documents that you submit to the United Way for Endorsed Agency approval may be sensitive in nature and will be held confidentially.

Please complete this application and return it, along with all supporting documentation and an agency summary to the United Way of Decatur & Mid-Illinois, 202 E. Eldorado, Ste B, Decatur, IL 62523 on or before **February 27, 2009**. Your agency summary should include the purpose, vision, and mission of your organization, organizational history, summary of agency programs, the benefit that your organization provides for our community, as well as any additional information that you would like United Way staff to consider as we review your organization. Agency summary should not exceed 2 pages in length.

No late applications will be accepted and incomplete applications will be reviewed at the discretion of United Way. Applications not meeting all 19 standards will not be accepted for endorsement. Application and documentation should be submitted on 8 1/2 x 11 paper, unstapled, and copied on front side only.

Please direct all questions to Jill Applebee, Community Impact Director, by phone, 422-8537, or by e-mail, japplebee@uwdecatur.org

United Way of Decatur & Mid-Illinois, 202 E. Eldorado, Ste B, Decatur, IL 62523

Ph: 217.422.8537 Fax: 217.422.0633

Edited on September 23, 2008

Instructions:

- Both the Chief Volunteer and Chief Professional Officers must sign this application.
- Answer all questions and provide a written explanation for any omissions or “no” answers.

Agency Name:

Agency Address:

County: _____

Year Agency Incorporated _____

Phone: _____

Fax: _____

Agency Executive Director: _____ Length of Employment: _____

Agency Executive Director E-mail Address:

Name of Person Completing Application:

E-mail Address of Person Completing Application:

Is your organization accredited and/or regulated by any organization? Yes / No

If yes, please list:

Agency Fiscal Year:

Chief Volunteer Officer Certification

Chief Professional Officer

Certification

I affirm that the information provided in this application is accurate.

I affirm that the information provided in this is accurate.

Signature of Chief Volunteer Officer

Signature of Chief Professional Officer

Name Printed

Name Printed

Date

Date

Standard	Definition & Documentation of Standard	Yes	No
Standard 1	Is your organization recognized as exempt from taxation under Section 501 (c)(3) of the Internal Revenue Code? <i>Please attach copy of 501 (c)(3) letter.</i>	Yes	No
Standard 2	Does your organization file IRS 990 in a timely manner? Date last IRS Form 990 submitted to IRS: <i>Please attach most recent 990, and 1 year prior.</i>	Yes	No
Standard 3	Annual Financial Audit: Agencies with budgets of \$150,000 or above must conduct an annual examination of agency financial statements by an independent Certified Public Accountant in accordance with generally accepted auditing standards, to include an opinion regarding the presentation of the agency's financial statements. Does your organization undergo an annual audit by an independent Certified Public Accountant? If no, please submit an explanation, in writing, of why an audit is not conducted and an explanation of organization's financial review. <i>Please include copy of most recent audit, and 1 year prior, including Auditor's Management Letter. Please include an explanation of how your organization plans to address any issues identified in the Management Letter.</i> • <i>Please include Board minutes that highlight that the audit was presented to the Board of Directors.</i>	Yes	No
Standard 4	Annual Financial Review: Agencies with budgets below \$150,000 must conduct an annual independent financial review by an independent Certified Public Accountant in accordance with Statements on Standards for Accountability and Review Services issued by the American Institute of Certified Public Accountants. Does your organization undergo an annual independent financial review? If no, please submit an explanation, in writing, of why an audit is not conducted and an explanation of organization's financial review. <i>Please include copy of most recent financial review, and 1 year prior.</i>	Yes	No

Standard 5	Financial Reports: Regular financial reports to the Board of Directors with clear information regarding actual expenses as they related to annual budget, and actual revenues compare to projected income. Reports should be included as part of Board minutes and approved at least quarterly by governing body. Are financial reports approved by your Board of Directors at least quarterly?	Yes	No
	<i>Please enclose copies of the past 4 financial reports as presented to the Board, along with highlighted minutes that show approval of the reports.</i>		
Standard 6	Annual Budget: Organization submits an annual budget to the Board of Directors for its fiscal year, outlining projected expenses for major program activities, fundraising, and administration.	Yes	No
	<i>Please attach current year, Board-approved annual budget along with highlighted Board minutes approving the budget.</i>		
Standard 7	Financial Reserve Policy: A practice, approved by the governing body of your organization that promotes building and retention of agency cash reserves in an amount sufficient to keep agency solvent in the event of unforeseen disruption of incoming revenue for a set period of time. Does your organization have a Board approved Reserve Policy? If yes, are you in compliance with your Reserve Policy?	Yes Yes	No No
	<i>Please attach a copy of Agency Financial Reserve Policy.</i>		
Standard 8	Viability of Agency: Agency must advise United Way of any event, including current or threatened litigation, that may threaten the viability of and/or have significant negative financial impact on agency operations or service delivery. Agency must also inform United Way of any agreements that might impair the agency's financial position. Examples of incidents include internal fraud or embezzlement, or discontinuation of funding or service. Are there any known events that might threaten the viability of the agency?	Yes	No
	If yes, please enclose a report detailing concern.		

Standard 9	<p>Agency By-laws: Agency should have adopted by-laws that include the following:</p> <ul style="list-style-type: none"> • Minimum # of Board members. United Way will require a minimum of 5 members for United Way endorsement and all Board members should serve without compensation. • Length of board term, term limits, outline how board members are elected, and attendance requirements. • Election of officers and their responsibilities. • Definition of standing committees and their duties. • Definition of quorum & minimum # of Board meetings. United Way will require a minimum of 4 Board meetings annually. • Outline of process to amend by-laws. 		
	<i>Please attach a copy of Agency By-laws including date of last update to By-laws AND Board of Directors roster.</i>		
Standard 10	<p>Articles of Incorporation: Legal documents that must be filed to form a Corporation in Illinois that includes corporate name, its designation as a Charitable organization, and certain additional information. United Way endorsed agencies whose parent organizations are incorporated in another state and are a legal entity of the parent organization may submit the articles of the parent organization to satisfy this standard.</p>		
	<i>Please submit a copy of Articles of Incorporation.</i>		
Standard 11	<p>Insurance: The organization needs to maintain adequate levels of liability insurance to protect itself against claims of others and property insurance to protect its assets.</p> <p>Are insurance policies current?</p>	Yes	No
	<i>Please list types of insurance coverage maintained along with certificates of insurance coverage.</i>		
Standard 12	<p>Legal Requirements</p> <p>Does your organization comply with ALL applicable legal, local, state, and federal operating and reporting requirements?</p>	Yes	No
Standard 13	<p>Evaluation of Executive Director: Board demonstrates proper accountability and responsibility through an annual performance review of the agency's Executive Director. To qualify for endorsement, performance review must be conducted at least every 18 months.</p> <p>Date of the last Board review of the Executive Director:</p>		
	<i>Please attach board minutes that recognizes Executive Director has been reviewed OR a letter from Board President indicating that review took place and the date</i>		

	<i>of the review.</i>		
Standard 14	<p>Code of Ethics policy: The organization adheres to an adopted code of ethics for Board of Directors and staff that includes policies and procedures governing conflicts of interest and self-dealing transactions, and policies of ethical management. This policy should be reviewed annually and signed by staff and Board of Directors.</p> <p>Has your organization's staff and Board of Directors signed a Code of Ethics policy?</p> <p>Are Signed Conflict of Interest Statements on file at organization and available for review to United Way, if requested?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
	<i>Please include copy of Code of Ethics policy.</i>		
Standard 15	<p>Personnel Policy: These policies include practices and procedures for hiring, supervision, evaluation and compensation of organization staff including employment rights, benefits, and appeal procedures. These policies may also include a systematic approach to training and orienting new staff to their duties and reporting requirements.</p> <p>Does your agency have a personnel policy?</p> <p>Is it available to all employees?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
Standard 16	<p>Diversity Policy: United Way of Decatur & Mid-Illinois is committed to the principle of diversity. We therefore:</p> <ul style="list-style-type: none"> • Value and embrace diversity, and respect others. • Support equal employment opportunity programs throughout United Way. • Will not discriminate for or against any individual in violation of any applicable federal, state, or local law, including in the employment of staff and in the selection of volunteers. • Refuse to engage in or tolerate any form of harassment. <p>Does your agency comply with the United Way diversity policy?</p>	<p>Yes</p>	<p>No</p>
	<i>Please attach a copy of agency Diversity Policy including date policy was adopted by Board of Directors.</i>		
Standard 17	<p>Accountability: Organization must have the ability to allocate expenses by program and, in particular, the ability to allocate expenses by program for which organization requests United Way funds. Organization agrees to keep accurate and complete financial and program information including program outcomes, and agrees to submit information to United Way on regularly scheduled intervals as determined by United Way.</p>	<p>Yes</p>	<p>No</p>

	Does your organization comply with accountability standards?		
Standard 18	<p>Document Destruction Policy: Individuals shall not knowingly alter, destroy, mutilate, etc. documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States. All United Way Endorsed Agencies must comply with this section and have a document destruction/ non-destruction policy in place. *United Way of Decatur & Mid-Illinois can provide an example if needed.</p> <p>Does your organization have a Document Destruction Policy in place?</p>	Yes	No
	<i>Please attach a copy of agency Document Destruction Policy. A copy of the policy along with the board minutes reflecting approval of the policy must be to United Way by June 30, 2009.</i>		
Standard 19	<p>Whistle Blower Protection Policy: It is unlawful to discharge, demote, suspend, threaten, harass, or discriminate in any other manner against any employee who provides information regarding conduct the employee believes constitutes financial fraud or a violation of the laws. All United Way of Decatur and Mid Illinois Endorsed Agencies must comply with this section and have a policy in place for reporting, communication and follow-up of any fraud or illegal misconduct. *United Way of Decatur & Mid-Illinois can provide an example if needed.</p> <p>Does your organization have a Whistle Blower Policy in place?</p>	Yes	No
	<i>Please attach a copy of agency Whistle Blower Protection Policy. A copy of the policy along with the board minutes reflecting approval of the policy must be to United Way by June 30, 2009.</i>		

Executive Director, Agency Staff, Board of Directors, Volunteers, and others acting on behalf of our agency agree to the following:

- The organization agrees to identify United Way partnership through the display or mention of United Way logo and/or name on the program activities, transportation vehicles (if applicable), official letterhead, newsletters, brochures, advertising and other printed program materials. The organization also agrees to identify itself as a United Way Endorsed Agency in news releases, public service announcements, community presentations, and other means, if possible.
- The organization agrees to cooperate as an Endorsed Agency with the United Way of Decatur & Mid-Illinois by conducting a United Way campaign among employees and Board members. The organization's staff agrees to serve as campaign volunteers, if asked, and the facilities are available for campaign meetings, and tours. The organization also agrees to regularly supply agency success stories to United Way for use throughout the year to promote the benefit of United Way funded programs.
- Organization agrees not to solicit gifts through payroll deduction at any time during the year. Organization will not undergo activities that will purposefully or accidentally negatively impact the United Way campaign. Organizations will not actively solicit designated gifts to their organization through the United Way campaign.
- Organization agrees to consult and work together on matters of common interest in an effort to achieve the best interests of the community, Macon and DeWitt Counties, as a whole.
- When an agency seeks bids for any capital project, either remodeling or new construction, it must make written solicitations, including obtaining bids from AFL-CIO union contractors.
- Organizations will furnish United Way with its annual audited (reviewed) financial statements and Form 990 upon completion.

Endorsed Agency Criteria Checklist

- Completed application signed by both the Chief Volunteer Officer and the Chief Professional Officer.
- Agency summary, up to 2 pages in length, including the purpose, vision, and mission of your organization, organizational history, summary of agency programs, and the benefit that your organization provides to the community.
- Standard 1 – attach copy of 501 (c)(3) letter.
- Standard 2 – attach most recent 990 and 1 year prior.
- Standard 3 – attach copy of most recent audit and 1 year prior (For agencies with budget of \$150,000 or above).
- Standard 4 – attach copy of annual financial review and 1 year prior (For agencies with budget below \$150,000).
- Standard 5 – attach past 4 financial reports as presented to Board, along with highlighted minutes that show approval of reports.
- Standard 6 – attach current year, Board approved budget, along with highlighted minutes that show approval of the budget.
- Standard 7 – attach copy of agency Financial Reserve Policy.
- Standard 8 – attach concerns addressing viability of agency (If there are no concerns, no attachment is necessary).
- Standard 9 – attach copy of Agency By-laws, including date last updated AND Board of Directors roster.
- Standard 10 – attach Articles of Incorporation.
- Standard 11 – attach list of insurance coverage and certificates of insurance.
- Standard 12 – no attachment necessary.
- Standard 13 – attach Board minutes acknowledging review of Executive Director OR letter from Board President indicating that review took place and date of review.
- Standard 14 – attach code of ethics policy.
- Standard 15 – no attachment necessary.
- Standard 16 – attach Diversity Policy including date policy was adopted by Board of Directors.
- Standard 17 – no attachment necessary.
- Standard 18- attach Document Destruction Policy along with the board minutes reflecting approval of the policy.
- Standard 19- attach Whistle Blower Protection Policy along with the board minutes reflecting approval of the policy.



United Way of Decatur
& Mid-Illinois

Endorsed Agency Criteria Application Update and Checklist

United Way of Decatur & Mid-Illinois Endorsed Agencies will participate in the agency endorsement process every 3 years. Although endorsement will be for a period of 3 years, United Way may ask for updated information during that 3 year timeframe.

Endorsement is a necessary condition to be considered for future United Way funding but does not guarantee or imply that an Endorsed Agency will receive United Way funding dollars. United Way will consider funding applications from Endorsed Agencies and all agencies who have received Endorsed Agency status by United Way will be eligible to apply for funding. Funding applications for each of the United Way priority areas will be issued to every Endorsed Agency.

Agency Endorsement will be conducted by United Way staff and overseen by the United Way Board of Directors. All written applications and supplemental materials will be reviewed by the following United Way staff: Executive Director; Director of Finance and Administration; and Community Impact Director. Written applications may be viewed by The Board of Directors if United Way staff have questions or concerns. The United Way staff and Board of Directors understand that some of the documents that you submit to the United Way for Endorsed Agency approval may be sensitive in nature and will be held confidentially.

Please complete this application and return it, along with all supporting documentation and an agency summary to the United Way of Decatur & Mid-Illinois, 202 E. Eldorado, Ste B, Decatur, IL 62523 on or before **February 27, 2009**. Your agency summary should include the purpose, vision, and mission of your organization, organizational history, summary of agency programs, the benefit that your organization provides for our community, as well as any additional information that you would like United Way staff to consider as we review your organization. Agency summary should not exceed 2 pages in length.

No late applications will be accepted and incomplete applications will be reviewed at the discretion of United Way. Applications not meeting all 19 standards will not be accepted for endorsement. Application and documentation should be submitted on 8 1/2 x 11 paper, unstapled, and copied on front side only.

Please direct all questions to Jill Applebee, Community Impact Director, by phone, 422-8537, or by e-mail, japplebee@uwdecatur.org

United Way of Decatur & Mid-Illinois, 202 E. Eldorado, Ste B, Decatur, IL 62523

Ph: 217.422.8537 Fax: 217.422.0633

Edited on September 23, 2008

Instructions:

- Both the Chief Volunteer and Chief Professional Officers must sign this application.
- Answer all questions and provide a written explanation for any omissions or “no” answers.

Agency Name:

Agency Address:

County: _____

Year Agency Incorporated _____

Phone: _____

Fax: _____

Agency Executive Director: _____ Length of Employment: _____

Agency Executive Director E-mail Address:

Name of Person Completing Application:

E-mail Address of Person Completing Application:

Is your organization accredited and/or regulated by any organization? Yes / No

If yes, please list:

Agency Fiscal Year:

Chief Volunteer Officer Certification

I affirm that the information provided in this application is accurate.

Signature of Chief Volunteer Officer

Name Printed

Date

Chief Professional Officer

I affirm that the information provided in this is accurate.

Signature of Chief Professional Officer

Name Printed

Date

Standard	Definition & Documentation of Standard	Yes	No
Standard 1	Is your organization recognized as exempt from taxation under Section 501 (c)(3) of the Internal Revenue Code?	Yes	No
	<i>No attachment necessary unless a change has been made since December 31, 2004.</i>		
Standard 2	Does your organization file IRS 990 in a timely manner?	Yes	No
	Date last IRS Form 990 submitted to IRS:		
	<i>No attachment necessary.</i>		
Standard 3	Annual Financial Audit: Agencies with budgets of \$150,000 or above must conduct an annual examination of agency financial statements by an independent Certified Public Accountant in accordance with generally accepted auditing standards, to include an opinion regarding the presentation of the agency's financial statements.		
	Does your organization undergo an annual audit by an independent Certified Public Accountant? If no, please submit an explanation, in writing, of why an audit is not conducted and an explanation of organization's financial review.	Yes	No
	• Please include Board minutes that highlight that the latest audit was presented to the Board of Directors.		
Standard 4	Annual Financial Review: Agencies with budgets below \$150,000 must conduct an annual independent financial review by an independent Certified Public Accountant in accordance with Statements on Standards for Accountability and Review Services issued by the American Institute of Certified Public Accountants.		
	Does your organization undergo an annual independent financial review? If no, please submit an explanation, in writing, of why an audit is not conducted and an explanation of organization's financial review.	Yes	No
	• Please include Board minutes that highlight that the latest Annual Financial Review was presented to the Board of Directors.		
Standard 5	Financial Reports: Regular financial reports to the Board of Directors with clear information regarding actual expenses as they related to annual budget, and actual revenues compare to projected income. Reports should be included as part of Board minutes and approved at least quarterly by governing body.		
	Are financial reports approved by your Board of Directors at least quarterly?	Yes	No
	<i>No attachment necessary.</i>		

Standard 6	Annual Budget: Organization submits an annual budget to the Board of Directors for its fiscal year, outlining projected expenses for major program activities, fundraising, and administration.	Yes	No
	<i>Please attach current year, Board-approved annual budget along with highlighted Board minutes approving the budget.</i>		
Standard 7	Financial Reserve Policy: A practice, approved by the governing body of your organization that promotes building and retention of agency cash reserves in an amount sufficient to keep agency solvent in the event of unforeseen disruption of incoming revenue for a set period of time. Does your organization have a Board approved Reserve Policy? If yes, are you in compliance with your Reserve Policy?	Yes Yes	No No
	<i>No attachment necessary unless a change has been made since December 31, 2004.</i>		
Standard 8	Viability of Agency: Agency must advise United Way of any event, including current or threatened litigation that may threaten the viability of and/or have significant negative financial impact on agency operations or service delivery. Agency must also inform United Way of any agreements that might impair the agency's financial position. Examples of incidents include internal fraud or embezzlement, or discontinuation of funding or service. Are there any known events that might threaten the viability of the agency?	Yes	No
	<i>If yes, please enclose a report detailing concern.</i>		
Standard 9	Agency By-laws: Agency should have adopted by-laws that include the following: <ul style="list-style-type: none"> • Minimum # of Board members. United Way will require a minimum of 5 members for United Way endorsement and all Board members should serve without compensation. • Length of board term, term limits, outline how board members are elected, and attendance requirements. • Election of officers and their responsibilities. • Definition of standing committees and their duties. • Definition of quorum & minimum # of Board meetings. United Way will require a minimum of 4 Board meetings annually. • Outline of process to amend by-laws. 		
	<i>Please attach a copy of current Board of Directors roster. If there have been any changes to the by-laws since December 31, 2004 please attach a copy indicating the changes as well as the dates of these changes.</i>		

Standard 10	Articles of Incorporation: Legal documents that must be filed to form a Corporation in Illinois that includes corporate name, its designation as a Charitable organization, and certain additional information. United Way endorsed agencies whose parent organizations are incorporated in another state and are a legal entity of the parent organization may submit the articles of the parent organization to satisfy this standard.		
	<i>No attachment necessary.</i>		
Standard 11	Insurance: The organization needs to maintain adequate levels of liability insurance to protect itself against claims of others and property insurance to protect its assets.		
	Are insurance policies current?	Yes	No
	<i>Please list types of insurance coverage maintained along with certificates of insurance coverage.</i>		
Standard 12	Legal Requirements		
	Does your organization comply with ALL applicable legal, local, state, and federal operating and reporting requirements?	Yes	No
Standard 13	Evaluation of Executive Director: Board demonstrates proper accountability and responsibility through an annual performance review of the agency's Executive Director. To qualify for endorsement, performance review must be conducted at least every 18 months.		
	Date of the last Board review of the Executive Director:		
	<i>Please attach board minutes that recognizes Executive Director has been reviewed OR a letter from Board President indicating that review took place and the date of the review.</i>		
Standard 14	Code of Ethics policy: The organization adheres to an adopted code of ethics for Board of Directors and staff that includes policies and procedures governing conflicts of interest and self-dealing transactions, and policies of ethical management. This policy should be reviewed annually and signed by staff and Board of Directors.		
	Has your organization's staff and Board of Directors signed a Code of Ethics policy?	Yes	No
	Are Signed Conflict of Interest Statements on file at organization and available for review to United Way, if requested?	Yes	No
	<i>No attachment necessary unless a change has been made since December 31, 2004.</i>		

Standard 15	<p>Personnel Policy: These policies include practices and procedures for hiring, supervision, evaluation and compensation of organization staff including employment rights, benefits, and appeal procedures. These policies may also include a systematic approach to training and orienting new staff to their duties and reporting requirements.</p> <p>Does your agency have a personnel policy?</p> <p>Is it available to all employees?</p>	<p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>
Standard 16	<p>Diversity Policy: United Way of Decatur & Mid-Illinois is committed to the principle of diversity. We therefore:</p> <ul style="list-style-type: none"> • Value and embrace diversity, and respect others. • Support equal employment opportunity programs throughout United Way. • Will not discriminate for or against any individual in violation of any applicable federal, state, or local law, including in the employment of staff and in the selection of volunteers. • Refuse to engage in or tolerate any form of harassment. <p>Does your agency comply with the United Way diversity policy?</p>	<p>Yes</p>	<p>No</p>
<i>No attachment necessary unless a change has been made since December 31, 2004.</i>			
Standard 17	<p>Accountability: Organization must have the ability to allocate expenses by program and, in particular, the ability to allocate expenses by program for which organization requests United Way funds. Organization agrees to keep accurate and complete financial and program information including program outcomes, and agrees to submit information to United Way on regularly scheduled intervals as determined by United Way.</p> <p>Does your organization comply with accountability standards?</p>	<p>Yes</p>	<p>No</p>
Standard 18	<p>Document Destruction Policy: Individuals shall not knowingly alter, destroy, mutilate, etc. documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States. All United Way Endorsed Agencies must comply with this section and have a document destruction/ non-destruction policy in place.</p> <p>*United Way of Decatur & Mid-Illinois can provide an example if needed.</p> <p>Does your organization have a Document Destruction Policy in place?</p>	<p>Yes</p>	<p>No</p>

	<i>Please attach a copy of agency Document Destruction Policy. A copy of the policy along with the board minutes reflecting approval of the policy must be to United Way by June 30, 2009.</i>		
Standard 19	<p>Whistle Blower Protection Policy: It is unlawful to discharge, demote, suspend, threaten, harass, or discriminate in any other manner against any employee who provides information regarding conduct the employee believes constitutes financial fraud or a violation of the laws. All United Way of Decatur and Mid Illinois Endorsed Agencies must comply with this section and have a policy in place for reporting, communication and follow-up of any fraud or illegal misconduct.</p> <p>*United Way of Decatur & Mid-Illinois can provide an example if needed.</p> <p>Does your organization have a Whistle Blower Policy in place?</p>	Yes	No
	<i>Please attach a copy of agency Whistle Blower Protection Policy. A copy of the policy along with the board minutes reflecting approval of the policy must be to United Way by June 30, 2009.</i>		

Executive Director, Agency Staff, Board of Directors, Volunteers, and others acting on behalf of our agency agree to the following:

- The organization agrees to identify United Way partnership through the display or mention of United Way logo and/or name on the program activities, transportation vehicles (if applicable), official letterhead, newsletters, brochures, advertising and other printed program materials. The organization also agrees to identify itself as a United Way Endorsed Agency in news releases, public service announcements, community presentations, and other means, if possible.
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- Organization agrees to consult and work together on matters of common interest in an effort to achieve the best interests of the community, Macon and DeWitt Counties, as a whole.
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- Organizations will furnish United Way with its annual (reviewed) financial statements and Form 990 upon completion.

Endorsed Agency Criteria Checklist

- Completed application signed by both the Chief Volunteer Officer and the Chief Professional Officer.
- Agency summary, up to 2 pages in length, including the purpose, vision, and mission of your organization, organizational history, summary of agency programs, and the benefit that your organization provides to the community.
- Standard 1 – attach copy of 501 (c)(3) letter, *only if changes since December 31, 2004.*
- Standard 2 – no attachment necessary.
- Standard 3 – no attachment necessary.
- Standard 4 – no attachment necessary.
- Standard 5 – no attachment necessary.
- Standard 6 – attach current year, Board approved budget, along with highlighted minutes that show approval of the budget.
- Standard 7 – attach copy of agency Financial Reserve Policy, *only if changes since December 31, 2004.*
- Standard 8 – attach concerns addressing viability of agency (If there are no concerns, no attachment is necessary).
- Standard 9 – attach a copy of up to date roster of Board of Directors. Attach copy of Agency By-laws *only if changes since December 31, 2004.*
- Standard 10 – no attachment necessary.
- Standard 11 – attach list of insurance coverage and certificates of insurance.
- Standard 12 – no attachment necessary.
- Standard 13 – attach Board minutes acknowledging review of Executive Director OR letter from Board President indicating that review took place and date of review.
- Standard 14 – attach code of ethics policy, *only if changes since December 31, 2004.*
- Standard 15 – no attachment necessary.
- Standard 16 – attach Diversity Policy including date policy was adopted by Board of Directors *only if changes since December 31, 2004.*
- Standard 17 – no attachment necessary.
- Standard 18- attach Document Destruction Policy along with the board minutes reflecting approval of the policy.
- Standard 19- attach Whistle Blower Protection Policy along with the board minutes reflecting approval of the policy.

**United Way of Decatur & Mid-Illinois
Letter of Intent 2009/2010**

**Letters will go out: September 26, 2008
LETTERS ARE DUE BY: November 14, 2008
Full United Way Applications will distributed December 19, 2008
and will be due February 6, 2009**

A letter of intent is required prior to the development of a full application. This letter gives us the opportunity to learn more about the programs.

Submitting a letter of intent now does not require you to submit a full application if you should ultimately choose not to do so, but full applications will not be accepted for programs that were not submitted through the letter of intent process. A separate letter of intent must be submitted for each program for which you are considering submitting a full funding proposal.

You will have comments from the United Way Panel Review Team concerning your letter of intent by December 5, 2008.

The letter of intent will serve as a cover page for your application. The letter of intent will be the first thing that the panel will review.

United Way will accept letters of intent for the following three vision areas:

Youth Development

Every youth in our community will successfully graduate from high school with the support of their family unit and the community at-large and will move on to post-secondary education or employment that meets the basic needs of the employee and his or her dependents.

- Priority will be given to programs addressing one or more of the following:
 - Character and leadership development
 - Students reading at grade level
 - Programs focusing on parental involvement.
 - Crisis intervention
- United Way will consider funding programs that target both marginally and high at-risk youth.
- Organizations should be able to demonstrate, by using local program results and statistics, how their program can work to improve one or more of the following community indicators :
 - Increased graduation rate
 - Decreased drop out rate
 - Decreased juvenile crime rates.

Access to Healthcare

Every individual in our community will have access to affordable health, mental health, and dental services including access to prescription medicines to treat their illnesses.

- Funding in this vision area will primarily focus on direct services, prevention, and education.
- Priority for funding will be to cover those populations that do not have health coverage or a medical card.
- In the area of dental care, priority will be given to those organizations applying for funding to benefit children age 12 and under.
- Priority will be given to programs who find solutions to decrease dependency on area emergency rooms.
- Organizations receiving funding in the area of healthcare will be asked to provide additional healthcare education to their clients or increase access points of service.
- Organizations must be able to provide strong justification and community statistics on how your program promotes increased access to healthcare in Macon County.

Community Basics

United Way will continue to address the critical needs of Macon County by investing in programs and/or services which respond to individual or community crisis or provide services that promote self-sufficiency while providing the basics of life – food, shelter, economic well-being, and protection from violence.

- Priority will be given to applicants who expand their program to increase community connectedness and access points for service.
- Agencies will be asked to elaborate on how they are providing for the basic needs of clients while promoting self-sufficiency to reduce the need for their services.
- For the vision area of community basics, violence is defined as child, spouse, or elder abuse.
- Agencies responding to both individual and community crisis should submit separate proposals for the two programs.
- United Way will not fund utility/rent assistance programs.
- Organizations should be able to demonstrate, by using local program results and statistics, how their program can work to improve one or more of the following community indicators :
 - Increased access points of service
 - Decrease number of repeat clients
 - Decrease number of homeless individuals

If your proposed program is not working to improve one of the above community indicators, you must be able to provide strong justification and community statistics on how your program provides for basic needs while promoting self-sufficiency and how United Way can measure the success of the community indicator the proposed program is trying to improve.

Continue to page 4

United Way of Decatur & Mid-Illinois, 202 E. Eldorado, Ste B, Decatur, IL 62523

Ph: 217.422.8537 Fax: 217.422.0633

Edited on September 23, 2008

United Way of Decatur & Mid-Illinois
Letter of Intent 2008/2009
Please limit to One Page

Agency Name: _____

Executive Director: _____

Total Agency Budget: _____ Macon County Only Multi-County

Program Budget: _____ Estimated Program Request: _____

Program Name: _____

Applying for funding in:

Access to Healthcare Community Basics Youth Development

Agency Mission Statement:

Provide key demographic and other data to show the need in our community for the type of service your program provides (example: homeless population, drop out rate, unemployment rate).

Briefly describe your program:

A description of your expected outcomes and results in Macon County:

**United Way of Decatur & Mid-Illinois
Funding Application 2009-2010**



Please complete this section for EACH program for which funding is requested.

Please keep your descriptions simple and brief. The information in this application form is intended for United Way volunteers to learn about your program and make funding recommendations, i.e. what service do you provide, who are the people you serve, the reason your agency provides this service, the impact your program has in the community.

AGENCY:

PROGRAM NAME:

- i) Is this a new program for your agency? Yes___ No___
- ii) How many years has your organization operated the program? _____
- iii) Amount received from United Way for this program:
2006:7/1/06-6/30/07_____2007:7/1/07-6/30/08_____2008:7/1/08-6/30/09_____
- iv) Amount requested from United Way for this program in 2009:7/1/2009-6/30/2010 _____
- v) Which community need does your program address (check all that apply in the vision area for this program).

Access to Health Care:

- ___Affordable health
- ___Mental health
- ___Dental services
- ___Prescription medications

Community Basics:

- ___Response to individual or community crisis
- ___Provide services that promote self sufficiency
- ___Provide the basics of life; food, shelter, economic well-being and protection from violence

Youth Development:

- ___Youth will graduate from high school with support of family unit and the community at large
- ___Youth will move on to postsecondary education or employment that meets the basic needs of the employee and his or her dependents

1) Program

- a) Provide a brief description of the program/services and outline its purpose.
- b) How does this program or service fit with your agency's mission statement?

2) Need

- a) How does this program address the need identified in the Letter of Intent?
- b) Describe any significant changes in the evolving needs of your clients?

3) Partnerships (*Partnership means any organization/program/agency that you are working with that will better serve your clients*)

- a) Briefly describe how your program works in partnership with other organizations/programs/agencies. If there are no partnerships explain why.
- b) Are there other programs/agencies providing similar services? Describe the similarities and differences between the programs.

4) Program Resources

- a) How many staff and unduplicated volunteers did you have during the past fiscal year?
- b) Describe your expectations for staff (qualifications and/or experience) and volunteers (screening process/training).

5) Program Outcomes

Program Outcomes are benefits or changes for participants during and/or after program activities. They are influenced by program outputs and result in such things as knowledge, increased skill, changed attitudes or values, modified behavior, improved condition and altered status.

As part of our donor accountability, United Way tracks the impact of community investment through measurable outcomes/benefits individuals achieve as a result of participating in United Way funded program/services. (Complete Attachment A)

6) Program Evaluation

a) Reflect where or from whom the data collection is obtained.

Outcome	Data Source	Data Collection Method

7) Client Demographic Statistical Information

a) What is the agencies target population?

b) Complete Attachment B

8) Program Funding Sources

a) What other sources of funding have you secured or requested for this program?

9) Increased Funding Request

a) If you have requested increased funding (over last year) for this program, please explain what additional services and outcomes will be achieved or improved as a result of this funding?

10) Budget

a) Complete the Budget Form on Attachment C

Board President Signature: _____

Executive Director/CEO Signature: _____

Date: _____

Program Outcomes Worksheet-Attachment A

Inputs	Activities	Outputs	Outcome
<i>Resources dedicated to or consumed by the program</i>	<i>What the program does with the inputs to fulfill its mission</i>	<i>The direct products of program activities</i>	<i>Benefits for participants during and after program activities</i>

Client Demographics-Attachment B

If your National Affiliation does not allow you collect this information, please state the reasoning why:

<u>Target Population</u>	<u>Estimated Numbers For Current Year</u> July 1, 2007 thru June 30, 2008	<u>Proposed Numbers For Upcoming Year</u> July 1, 2008 thru June 30, 2009
AGE		
Infant/Toddler (0 – 3 Yr.)		
Pre-Schooler (4-5 Yr.)		
Child (6-12 Yr.)		
Teen (13-17 Yr.)		
Adult (18 -59Yr.)		
Senior (60+ Yr.)		
Unknown		
Total:		
Gender		
Female		
Male		
Unknown		
Total:		
Ethnicity		
Caucasian		
Hispanic		
African American		
Native American		
Asian/Pacific Islander		
Other		
Unknown		
Total:		
Income Level* refer to page 6		
Very Low Income		
Low Income		
Moderate Income		
Above Moderate Income		
Total:		

If your data collection method is not supported by the above chart, please share your target population, estimated and proposed numbers.

***2007 Median Family Income (MFI)**
adjusted according to family size

The following MFI.'s are based on statistical calculations made by HUD for the City of Decatur. The income presented at 30%, 50%, and 80% were published March 19, 2007.

	Family								
	Size	1	2	3	4	5	6	7	8
Very Low	30%	11,850	13,550	15,250	16,950	18,300	19,650	21,000	22,350
Low	50%	19,800	22,600	25,450	28,250	30,500	32,750	35,050	37,300
Moderate	80%	31,650	36,150	40,700	45,200	48,800	52,450	56,050	59,650
	100%	39,563	45,188	50,875	56,500	61,000	65,563	70,063	74,563

Updated: 3/26/07

202 East Eldorado Suite B
Decatur, IL 62523
Tel 217-422-8537
Fax 217-422-0633
www.uwdecatur.org



2009 Fund Distribution Volunteer Application

United Way of Decatur & Mid-Illinois is currently recruiting volunteers interested in reviewing programs applying for the 2009-2010 funding cycle. Fund Distribution Volunteers evaluate numerous proposals from local health and human service agencies and decide how donated dollars will be distributed. Panels will be reviewing program that fit in one of our three vision areas:

- Access to Health Care
- Community Basics
- Youth Development

Committing to be a volunteer involves:

- Serving on an allocation panel of approximately 10-15 community volunteers
- Being available for approximately 7 meetings schedule in January-April, with the majority falling in March. (see attached schedule)
- Working with United Way staff to identify human service needs in various programs
- Attending presentations given by Endorsed Agencies.
- Funding programs that best meet the needs of Macon County

If you are interested in serving on a Fund Distribution panel, please complete the attached application and mail to:

United Way of Decatur & Mid-Illinois
C/O Community Impact Director
202 East Eldorado Suite B
Decatur, IL 62523

If you know of someone who would like to find out more, please pass this information along. We thank you for your interest. Your gift of time and commitment builds a stronger community and helps ensure that all of Macon County residents have the resources they need to succeed.

Please respond by January 15, 2009. You will be notified of your panel assignment the following week. Training will be held for all fund distribution volunteers on January 23, 2009.

202 East Eldorado Suite B
Decatur, IL 62523
Tel 217-422-8537
Fax 217-422-0633
www.uwdecatur.org



2009 Fund Distribution Volunteer Application

Please print:

Contact Information:

Name: _____

Place of Employment: _____

Job Title: _____

Work Address: _____

Work Phone: _____

City: _____ Zip: _____

Home Address: _____

City: _____ Zip: _____

Home Phone: _____

Preferred Email: _____ Work Home

Please indicate mailing preference: Work Home

Experience/Interest:

Please check below those areas in which you have experience or interest. This will be helpful as we begin to organize the panels.

____ Accounting/Finance	____ Management/Admin	____ Medical
____ Community Planning	____ Law Enforcement/Legal	____ Statistical
____ Social/Human Services	____ Program Evaluation	
Other _____		

202 East Eldorado Suite B
Decatur, IL 62523
Tel 217-422-8537
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2009 Fund Distribution Volunteer Application

United Way Affiliations:

Please list current or recent (within the past 5 years) affiliations with the United Way of Decatur & Mid-Illinois, its endorsed agencies or other non-profit organizations. Be specific about your role, i.e.: board member, volunteer, staff and the name of the organization.)

American Red Cross, Big Brothers Big Sisters, Boys & Girls Club, Catholic Charities, Community Health Improvement Center (CHIC), Central Illinois Food Bank, Decatur Day Care Center, Dove Inc., Easter Seals, Girl Scouts, Heritage Behavioral Health Center, Land of Lincoln Legal Assistance, Lincoln Trail Boy Scouts, Macon County CASA, Mental Health Association, Project Success, Salvation Army, UCP Land of Lincoln, Webster Cantrell Hall, YMCA, Youth Advocate

<u>Agency:</u>	<u>Role:</u>	<u>Dates Served:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Experience:

Have you served on a Fund Distribution Panel before? Yes_____ No_____

If Yes, how many years were you a volunteer?_____

Which vision area(s) did you participate with?_____

Preference for 2009 Vision Area: (indicate by using 1=first choice, 2= second choice, 3= third choice.)

- _____ Access to Health Care
- _____ Community Basics
- _____ Youth Development

United Way will try to honor all requests possible.

Signature: _____ **Date:** _____

Appendix F

UNITED WAY OF DECATUR MID-ILLINOIS
FUND DISTRIBUTION PROGRAM EVALUATION 2009/2010

Agency:

Program:

PROGRAM EVALUATION STANDARDS	Key	Score
1. Program		
Program description is clear and outlines its purpose	5. Exceeds accepted standards-no questions 4. Above accepted standards-clear understanding 3. Fulfills all the requirements-communicated some understanding 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Program or service fits with agency's mission statement	5. Exceeds accepted standards-service fits perfectly 4. Above accepted standards-clear understanding 3. Fulfills all the requirements-programs fit may need adjusted 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Score: Program	Possible Score of 10	Total
2. Need		
Program recognizes community needs and is addressing them	5. Exceeds accepted standards-needs are addressed and are met 4. Above accepted standards-needs recognized working on meeting 3. Fulfills all the requirements-recognize need 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
a. Program addresses any evolving needs of the client and understand them. b. Program describes there are no evolving needs of the client at this time.	5. Exceeds accepted standards-identifies and addresses needs or recognizes there are no evolving needs 4. Above accepted standards-recognizes needs 3. Fulfills all the requirements-working on recognizing the need 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Score: Need	Possible Score of 10	Total
3. Partnerships		
a. Program shows partnerships/collaboration with other organizations b. Program describes in detail why they can not collaborate	5. Exceeds accepted standards-partnerships are effective, or explanation shared as to why there is no partnership 4. Above accepted standards-positive 3. Fulfills all the requirements-could see more partnerships 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Score: Partnerships	Possible Score of 5	Total

1 of 5

UNITED WAY OF DECATUR MID-ILLINOIS
FUND DISTRIBUTION PROGRAM EVALUATION 2009/2010

PROGRAM EVALUATION STANDARDS	Key	Score
4. Program Resources		
Program seems to have adequate staff and/or volunteers in place	3. Exceeds accepted standard-program has adequate coverage 2. Fulfills requirements-would like to see more volunteers/staff 1. Falls to meet normal requirements	
Staff and/or volunteers are educated, experienced and/or trained	3. Exceeds accepted standard-all are trained appropriately 2. Fulfills requirements-would like to see more qualifications 1. Falls to meet normal requirements	
Score: Program Resources		Possible Score 6 Total
5. Program Outcomes		
Does the agency demonstrate that the program is achieving the outcome	5. Exceeds accepted standards-demonstrates achieving outcomes 4. Above accepted standards-positive outcome 3. Fulfills all the requirements-outcomes shown 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Impact of the program is significant for the participant	5. Exceeds accepted standards-impact significant 4. Above accepted standards-impact is positive 3. Fulfills all the requirements-some impact 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Program shows measurable outcomes	5. Exceeds accepted standards-outcomes measurable 4. Above accepted standards-outcomes are shown 3. Fulfills all the requirements-shown hard to measure 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Programs outcomes align with the United Way Vision Area in which they applied	5. Exceeds accepted standards-outcome aligns with UW 4. Above accepted standards-some outcomes align 3. Fulfills all the requirements-outcomes are shown 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Do outputs align with funding request	5. Exceeds accepted standards-outputs are aligned to request 4. Above accepted standards-outputs seem reasonable for request 3. Fulfills all the requirements-request may be a bit high 2. Considered marginal, satisfactory improvement needed 1. Falls to meet normal requirements	
Score: Program Outcomes		Possible Score 25 Total

UNITED WAY OF DECATUR MID-ILLINOIS
FUND DISTRIBUTION PROGRAM EVALUATION 2009/2010

PROGRAM EVALUATION STANDARDS	Key	Score
6. Program Evaluation		
Data source's reflects where or from whom data is obtained	3. Exceeds accepted standard-reflects where data is obtained 2. Fulfills requirements-data is collected 1. Falls to meet normal requirements	
Data collection method provides the appropriate data needed to measure each outcome	3. Exceeds accepted standard-appropriate data is provided 2. Fulfills requirements-data is collected 1. Falls to meet normal requirements	
The measurement tool correlates appropriately with outcome	3. Exceeds accepted standard-tool correlates appropriately with outcome 2. Fulfills requirements-data is collected 1. Falls to meet normal requirements	
Score: Program Evaluation	Possible Score 9	Total
7. Client Demographic and Statistical Information		
Program clearly describes target population	2. Exceeds accepted standard-clearly describes target population 1. Falls to meet normal requirements	
Program provides client demographics or has justifiable reasons why they do not	2. Exceeds accepted standard-provided or justifiable reason why 1. Falls to meet normal requirements	
Program is serving an at risk population	2. Exceeds accepted standard-serving at risk population 1. Falls to meet normal requirements	
Client demographic are in line for what their program provides	2. Exceeds accepted standard-are in line 1. Falls to meet normal requirements	
Score: Client Demographic and Statistical Information	Possible Score 8	Total
8. Program Funding Sources		
Program has secured or requested other funding	3. Exceeds accepted standard-secured or requested other funding 2. Fulfills requirements-plan in place to begin looking 1. Falls to meet normal requirements	
Program has a long term plan in place to sustain program	3. Exceeds accepted standard-a long term plan is in place 2. Fulfills requirements-program is working a long term plan 1. Falls to meet normal requirements	
Score: Program Funding Sources	Possible Score 6	Total

UNITED WAY OF DECATUR MID-ILLINOIS
FUND DISTRIBUTION PROGRAM EVALUATION 2009/2010

PROGRAM EVALUATION STANDARDS	Key	Score
9. Increased Funding Request		
This question reflects a request for increased funding, no score will be given.		0
	Possible Score 0	Total
		0
10. Budget		
Did the agency have a clear understanding of the program budget and explain all line items on the budget in a way that you could easily understand?	3. Exceeds accepted standard-clear understanding 2. Fulfills requirements-left with some questions 1. Falls to meet normal requirements	0
Has the agency clearly explained how the expenses will be used to carry out the program activities?	3. Exceeds accepted standard-clearly explained 2. Fulfills requirements-left with some questions 1. Falls to meet normal requirements	0
Is the fund request and budget reasonable for the number of clients to be served in context of the program design?	3. Exceeds accepted standard-request is reasonable 2. Fulfills requirements-request may be too high 1. Falls to meet normal requirements	0
Is there a diverse base of funding for the program now? If not, have possible continuing sources of funds been identified and are they in the process of being developed?	3. Exceeds accepted standard-diverse base of funding 2. Fulfills requirements-plan in place to begin looking 1. Falls to meet normal requirements	0
Does the program budget fit in and is it developed consistently with the agency budget?	3. Exceeds accepted standard-budget fits 2. Fulfills requirements-may have some inconsistency 1. Falls to meet normal requirements	0
Score: Budget	Possible Score 15	Total
		0
11. Program Presentation		
Presentation validates information presented in application	2. Exceeds accepted standard-validated application 1. Falls to meet normal requirements	0
Panel questions were answered satisfactorily	2. Exceeds accepted standard-answers satisfactory 1. Falls to meet normal requirements	0
Site visit and/or Panel Review was informative and educational	2. Exceeds accepted standard-educational 1. Falls to meet normal requirements	0
Score: Program Presentation	Possible Score 6	Total
		0

UNITED WAY OF DECATUR MID-ILLINOIS
FUND DISTRIBUTION PROGRAM EVALUATION 2009/2010

PROGRAM APPLICATION SUMMARY	Possible Score	Score
Summary:		
1. Program	10	
2. Need	10	
3. Partnerships	5	
4. Program Resources	6	
5. Program Outcomes	25	
6. Program Evaluation	9	
7. Client Demographic and Statistical Information	8	
8. Program Funding Sources	6	
9. Increased Funding Request	0	
10. Budget	15	
11. Program Presentation	6	
Program Application Review Total	100	

COMMENTS:
All comments will be shared with the agencies to help them with next years process.
Comments specific to successes and opportunities are encouraged.

United Way of Decatur & Mid-Illinois
2008-2009 Outcomes Management Report

NOTE: Please submit an Outcomes Management Report for each funded program.

Organization Name: «Partner Name» **Program Name:** «Program Name» **Community Impact Area:** «Impact Area»

Name of person completing report: «Contact Person» **Phone:** «Contact Phone Number» **Email:** «Email»

July 1, 2008-December 31, 2008 (mid-year) Due January 30, 2009 **July 1, 2008-June 30, 2009 (end of year) Due July 31, 2009**

I. Measurable Outcomes (results you intend to achieve) - List the proposed and actual outcomes

<i>Proposed Outcomes</i>	<i>Actual Results-Interim July 1, 2008- December 31, 2008</i>	<i>Actual Results-Year End July 1, 2008-June 30, 2009</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

8.		
9.		
10.		
11.		

II. Measurable Outputs (results you intend to achieve) - List the proposed and actual outputs

<i>Proposed Outputs</i>	<i>Actual Results-Interim July 1, 2008- December 31, 2008</i>	<i>Actual Results-Year End July 1, 2008-June 30, 2009</i>
12.		
13.		
14.		
15.		
16.		
17.		

18.		
19.		
20.		
21.		
22.		

III. **Financial Status** - Describe major variances (+/-15%) from your proposed 2006 budget (attach financial statement if necessary)

No +/-15% Variance

Yes +/-15% Variance Describe major variance in this field

IV. **Program Results** - Do you believe you are on track to meet your program results? Yes

No Not sure

V. **Program Narrative** – If you feel a narrative is needed to provide more information, please do it here.

Type Program Narrative in this field

After reading your program report, reviewers will answer these questions:

- How is this program achieving its intended results?
- Do you understand the progress made by this program over the last year?
- How is our community better as a result of this program?
- In what ways would you suggest assistance be provided?

**United Way of Decatur & Mid-Illinois
2009/2010 Year Long Time Line**

- September 08-** *September 26, 2008 *Letter of Intent* distributed by email
- October 08-** *Agency Meeting 10 am October 3, 2008
- November 08-** *November 7, 2008 10am *Agency Meeting*
*November 14, 2008 *Letter of Intent* due
* *Piatt /Shelby Funding Recommendations* for 2008/2009 funding year made to United Way Board
*November 20, 2008 Volunteers review Letter of Intents
- December 08-** *December 5, 2008 Response back to Agencies regarding *Panel Review of Letter of Intent*
*December 19, 2008 *Applications* for 2008/2009 funding year handed out at the Agency Meeting at 10am (we will walk through the application together on this date).
**Press Release* for New Agencies needing Endorsement, and for Endorsed Agencies who need to reapply for 2010/2011 out
*Applications for Fund Distribution Volunteers will go out.
- January 09-** *January 16, 2009 10am *Agency Meeting*
*January 30, 2009- *Interim Reports* due for July 1, 2008-December 31, 2008. Please include Patriot Act and signed Agency Agreement.
- Agencies with fiscal year ending March 31, 2008-September 30, 2008 please include most recent Audited Financial Statements, Management Letter and Form 990 as of and for the year then ended unless previously submitted.
*Last week in January Site Visits and Panel Presentations will be scheduled for March.
*Selection of Fund Distribution Volunteers.
*Volunteer Applications due on January 15, 2009
*First training for Fund Distribution Volunteers January 23, 2009
- February 09-** *February 6, 2009 *DEWITT Applications* Out
*February 6, 2009 *Applications* Due for 2009/2010 funding year
*February 6, 2009 *Executive Director's Meeting* at 10am
*February 27, 2009 For Agencies who were endorsed in April 2006, *Endorsement Criteria Application* due.
*February 27, 2009 New Agencies *Endorsement Criteria Application* due (If Endorsement Applications are approved, agencies would be eligible to apply for funding for the years 7/1/10-6/30/11, 7-1/11-6/30/12, and 7/1/12-6/30/13)
*Second training for Fund Distribution Volunteers.
- March 09-** **Site Visits* for 2009/2010 funding year
**Panel Reviews* for 2009/2010 funding year
*March 13, 2009 *DeWitt Applications Due*
- April 09-** *DeWitt Review Committee Meeting
*April 21, 2009 Macon & DeWitt *Funding Recommendations* for 2009/20010 funding year made to United Way Board.
*April 27, 2009 *Announcement* of 2009/2010 Funding Decisions made
- May 09-** *Endorsement decision made by United Way Board of Directors
- July 09-** *July 1, 2009 *new funding year* 2008/2009 starts
*Press Release out for *Piatt/ Shelby Request*
*July 31, 2009 *Final Year End Reports* due for July 1, 2008-June 30, 2009.
Agencies with fiscal year ending October 31, 2008 through February 28, 2009 please include most recent Audited Financial Statements, Management Letter and Form 990 as of and for the year then ended unless previously submitted.
- August 2009-** **Piatt/Shelby Applications* Due

