



United Way
of Deschutes County

United Way of Deschutes County
P.O. Box 5969
Bend, Oregon 97708
(541) 389-6507

Allocation Proposal Directions

General Instructions

The proposal needs to be filled out completely. The forms are also available on the web or by email.

Five copies of your **proposal** must be received at the United Way of Deschutes County office by the established deadline. **The deadline for 2010 is April 19th.**

Along with your submission, please include **one (1) copy** of each of the following eligibility verification documents: a) **current Board roster**, with mailing addresses b) **Board meeting dates, times and places** c) **most recently submitted IRS 990** report, standard form (not EZ¹) d) **most recent audit, financial review or financial compilation**, as appropriate. e) signed copy of **certification of Anti-Terrorism Compliance Measures** f) signed copy of **Compliance Declaration-Oregon Employees Charitable Fund Drive**

Remember to put your agency name on the top of every page.

Feel free to contact the United Way office at any time for assistance.

The proposal must be signed by the lead staff person and the lead board volunteer. It must also indicate the date the proposal was approved for submission by your Board of Directors, or Executive Committee.

Form 1: Cover Page

Provide current contact information for the agency

Form 2: Population Served & Fundraising Plan

Section 1: - refers to counting “**unduplicated**” individuals served. This should reflect how many **different** people were served by your agency (program), not how much help they received. *Example: John Doe, helped one time only, counts as one unduplicated individual. Jane Doe, helped 10 times, also counts as one unduplicated individual.*

¹ Even if you are not required to submit IRS 990 to the IRS because your total revenue is less than \$25,000, you must complete the first two pages of the 990 so your agency can be included in the Combined Federal Campaign (CFC).

Feel free to provide additional information, by program, about the number of people served and the level of service provided, if details are available.

A place has been provided for you to provide any explanations you feel would clarify any differences or changes in reporting the number of clients served.

Section 2: - The **fund raising plan** submitted by your agency as part of your allocation proposal represents your plan for the upcoming year. Please list all fundraising activities for the coming year and the amount anticipated to be raised by each event. It is important for you to inform United Way about significant changes and additions to fund raising plans in order to minimize duplication of efforts and embarrassing questions from donors.

FORM 3: Report on Accomplishments

Please submit, along with your proposal for funding for the upcoming year, a report on the results of your recent efforts as laid out in the appropriate previous Workplan you submitted. Please use the format provided. If you need additional space, please keep in mind the following parameters:

1. No more than 2 pages per Workplan. Remember, *“less is more”*.
2. Include any substantive changes in Activities from original Workplan.
3. Include **brief** summary of Outputs realized as well as the previous workplan **forecast figures**.
4. Include **brief** summary of Outcomes realized, as well as the previous workplan **forecast figures**.

FORM 4: Workplan for CY 2010 or FY 2010-2011

This form is critical to your application. Please call 541-389-6507 if you have questions about this section.

This workplan is the primary template for describing what the requested funding is for.

Complete this section in such a manner that the outcomes listed correlate with your agency's type of funding arrangement.

- General Agency Support - provide information for the agency as a whole
- Agency Program Support - provide information for the program(s) for which you are seeking United Way funding
- Purchase of Service - provide information for specific service(s) based on unit costs for that service.

Agency or Program: Fill in either your agency name or the name of the program(s) for which you are seeking funds. (see above). You may submit a separate Form 4 for each program if you have more than one program seeking United Way of Deschutes County funds.

Mission Statement: Provide a brief statement that identifies the core purpose for your agency or program. This can be your “official” mission statement, but doesn’t have to be. It is more important that it clearly and articulately (and briefly) describes what you are trying to accomplish.

Inputs: include resources dedicated to or consumed by the program. *Examples* include money, staff and staff time, volunteers and volunteer time, facilities, equipment, and supplies. Inputs may also include constraints on the program, such as laws, regulations and requirements for receipt of funding.

Activities: are what the program does with the inputs to fulfill its mission. *Examples* include the strategies, techniques, and types of treatment that comprise the program’s service methodology.

Outputs Forecast: are the direct products of program operation and usually are measured in terms of the volume of work accomplished. *Example,* the number of classes taught, counseling sessions conducted, educational materials distributed and participants served. Outputs have little inherent value in themselves. They are important because they are intended to lead to a desired benefit for participants or target populations. Please include the amount of services you anticipate (forecast) providing in the 12 month period.

Outcome Indicators & How Measured: identify when, what, and how you plan to measure your agency or program(s) to determine if it is achieving the desired results. Include what outcome **indicators** you plan to measure. Outcome indicators are the specific items of information that track a program’s success on outcomes. They describe observable, measurable characteristics or changes that represent achievement of an outcome. *Example:* a program whose desired outcome is that participants pursue a healthy lifestyle could define “healthy lifestyle” as not smoking, wearing seat belts, etc. The number and percent of program participants who demonstrate these behaviors then is an *indicator* of how well the program is doing with respect to the outcome.

Outcomes Forecast: are benefits or changes for individuals or populations during or after participating in program activities. They are influenced by a program’s outputs. Outcomes may relate to knowledge, attitudes, values, skills, behavior, condition or other attributes. They are what participants know, think or can do; or how they behave; or what their condition is, that is different following the program. Please include the amount of successful outcomes forecast.

Comments: This section is optional. Recognizing the artificial constraints imposed by the format of this form a space has been provided near the bottom of the page to allow you to provide any explanations or comments that you feel would clarify your workplan.

Form 5: Co- Branding Efforts

The supplemental co-branding information submitted by your agency demonstrates how your agency actively promotes its partnership with the United Way by identifying itself as a Funded Partner agency through appropriate use of the United Way Logo, tagline, signage, etc. Documentation of the minimum co-branding requirements is essential to a healthy, ongoing partnership with UWDC and merits recognition during the allocations process.

To **document the minimum co-branding requirements** include a snapshot of UWDC signage prominently displayed in the agency/program office or building, a printed copy of your website page with the United Way logo, and a copy of your general purpose brochures. Submitting additional co-branding material is encouraged.

Other examples of co-branding opportunities include but are not limited to: newsletters, annual reports, specialty brochures/flyers, letterhead, stationary, special events, presentations, videos/dvd's, advertising, news releases, public service announcements, etc.

Eligibility Verification Documents

United Way of Deschutes County requires that one copy of each of the documents listed below be submitted each year for our files. These documents provide verification that enables your organization to participate in the Combined Federal Campaign and the Charitable Fund Drive (state campaign), provides a consistent method for determining overhead expense, fulfills certain federal reporting requirements, and improves our ability to support the efforts of your agency.

Current Board Roster

- Required for participation in the Combined Federal Campaign
- Enables us to send invitations to events, trainings and other information to your board

Board Meeting Time, Place & Dates

- Required for participation in the Combined Federal Campaign

Most Recently Filed IRS 990 Report for Tax Exempt Agencies

(if your agency files an EZ instead of standard report, you must also complete and provide UWDC with the first two pages of the "standard" form even if you do not submit it to the IRS)

- Required for participation in the Combined Federal Campaign

- Standard method for computing overhead costs *on the new IRS Form 990 [standard]*
 - Add the amount in Part IX, Line 25, Column C, to the amount in Line 25, Column D, dividing the sum by Part VIII, Line 12, Column A.

Most Recent Audit, Financial Review, or Financial Compilation

- Required for participation in the Combined Federal Campaign
- Required by UWDC Member Agency Fiscal Reporting Policy
 - Agencies with revenues of \$1,225,000 or more must provide an independent, outside audit every year.
 - Agencies with revenues of \$615,000 - \$1,224,999 must provide an independent, outside audit required every third year
 - Agencies with revenues of \$125,000 - \$614,999 must provide an independent financial review by a CPA every third year
 - Agencies with revenues under \$125,000 must provide an annual financial statement of income and a balance sheet
 - *Revenue is recognized as the amount on line 12 of the new IRS Form 990 [standard]*

Certification of Anti-Terrorism Compliance Measures *(form provided)*

- Required for participation in the Combined Federal Campaign
- Required by United Way of Deschutes County in order to fulfill its obligations under the USA Patriot Act

Compliance Declaration – Oregon Employees Drive *(form provided)*

- Required for participation in the Charitable Fund Drive