

Q. You ask for audits, 990s and other documentation to be emailed. What if the files are too big?

A. You can break docs down into smaller files and email them individually. We are also working on creating a drobox option.

Q. How will I know if all of my documentation is received?

A. We will respond to let you know that we received your email and attachments within 1 business day of submittal. We will not be using auto-replies in case there are issues with attachments, etc. Additionally, we will reach out if we find that any documentation is missing.

Q. Do I have to complete my app in one sitting?

A. No. It is a fillable PDF so you can save it and come back to it. We have heard that some are having to rename the file every time it is saved, however.

Q. I am asking for funding for general operating expenses rather than a program. How do I complete the programing portion of the budget worksheet?

A. We understand that some agencies do not break down their work by program, so we need to meet with you individually to discuss how best to complete the questions and budget.

Q. How will our success stories be used?

A. Success stories are incredibly impactful for grant application reviewers. If you are awarded a United Way grant, we may use your success stories in our marketing. Please be as specific as possible while still maintaining your clients' privacy.

Q. My fiscal year does not coincide with a calendar year. How do you want historical data to be represented?

A. Use your last two completed fiscal years for 19/20 and 18/19. Use your upcoming fiscal year, or current, depending on how yours falls and where the majority of the UW funds for 20/21 will be used for the 20/21 column.

Q. Do I have to wait until the deadline to submit my app?

A. Absolutely not! The app is open now and will remain open until the deadline.

Q. Will site visits and grant hearings still be two separate meetings?

A. We would like to combine these meetings. Please be patient as we work with our committee and calendars to decide this. You will be given plenty of notice either way. We are keeping the grant hearing dates on the calendar for now. If we combine the two, those will happen during the date range set aside for the site visits.

Q. What is a unit of service?

A. This will be different for each agency. Determine what YOU use as your measure and describe that in the space provided. We will let you know if we need clarification before any visits/hearings.

Q. How is the unit of service used?

A. Reviewers use this data to understand the impact made by your program or agency. United Way staff will help reviewers understand that units of service are not an apples to apples comparison.