



United Way of Knox County, Inc.

110 East High Street, Mount Vernon, OH 43050

Phone: 740-397-5721 Fax: 740-397-5762

info@uwayknox.org www.uwayknox.org

DATE: December 15, 2011
TO: Potential 2013 Partner Agencies
FROM: Trudy Singletary, Fund Distribution Committee Chair
Jennifer Odenweller, Executive Director
RE: 2013 Program Investment Application

United Way of Knox County is accepting applications from 501(c)(3) agencies for investment in programming that addresses community needs in the following areas: Promoting Early Learning & Intervention, Promoting Financial Stability, Improving People's Health, as well as Helping Children & Youth Achieve Their Full Potential and Strengthening & Supporting Families. Please find attached the application for a program investment for 2013. Submission deadline is 2 p.m. on Tuesday, March 13, 2012.

A summary of our three priority areas is attached. The attached 2012 Investment Agenda, along with an Areas and Strategy Grid, offer ideas for impact in each area as well as help you determine if your 2013 proposed program fits with United Way's work in Knox County.

Agencies are eligible to apply for funds if they have been in existence for at least one year and provide programs that serve Knox County residents. Organizations of a strictly religious nature who serve a limited group of people are not eligible to be a United Way partner agency. The Statement of Understanding serves as our governing document regarding our partnership and needs to be reviewed and signed by your board and chief professional officer (executive director). Submission of a signed Counterterrorism Compliance Certification and Financial Accountability Certification is also required.

All applying agencies must submit a measurable outcome statement (Logic Model) for each program for which you are requesting funding. If you are a prospective agency and are not familiar with outputs, outcomes and a logic model, please contact our office for more information.

Agencies selected to partner with United Way in 2013 will be required to provide quarterly output data/progress reports on all programs for which United Way provides an investment during this allocation process. A final report of outputs and measurable outcomes must be submitted in January 2014 for all 2013 United Way funded programs.

The application includes both a Financial Overview of your agency, as well as Program Budget information for the program(s) for which you are requesting funding. Each page of the Financial Overview is a separate Excel worksheet (tab across the bottom to access each page). If you serve multiple counties, Financial Overview – Part 1 directly relates to only operations in Knox County. Your IRS Form 990 will be reviewed to gather financial data for your entire agency. The Program Investment Request Packet is where we ask for details for each specific program

you are requesting a United Way investment in and budget information specific to that program. This is a series of Microsoft Word tables. A complete set of forms and the application can be downloaded from the United Way website at uwayknox.org.

The Fund Distribution Committee will be hosting agency presentations before Community Impact Panel, a diverse group of volunteers who anonymously rate agency interviews and offer their opinions on United Way's opportunities for investment. You will receive an email with the meeting schedule in February so that you can make arrangements with a board member or members for your presentation/interview night in late March/April.

After you have reviewed the application, please do not hesitate to contact Jen Odenweller, executive director, with any questions at 740-397-5721, x102 or jen@uwayknox.org.

Please refer to the Appendix for a complete checklist of the forms required for submission of a complete 2013 Program Investment Application.

Please return the Receipt of Acknowledgement so we have record that you have received the application and of your intention in applying.

**RECEIPT OF ACKNOWLEDGEMENT –
2013 PROGRAM INVESTMENT APPLICATION**

PLEASE RETURN THIS FORM TO UNITED WAY UPON RECEIPT OF THIS APPLICATION PACKET:

I acknowledge _____

(Agency Name)

receipt of the United Way of Knox County Program Investment Application for 2013.

_____ We intend to submit an application for 2013 funding.

_____ We are uncertain whether or not we will be submitting an application for 2013 funding.

Signed:

(Agency Representative) (Title) (Phone number)

Date: _____

PLEASE CONFIRM THAT YOU HAVE RECEIVED YOUR APPLICATION
PACKET BY: January 13, 2012

**BY FAXING THIS PAGE TO 740-397-5762 or EMAILING IT TO
lisa@uwayknox.org,**

OR MAILING IT TO UNITED WAY OF KNOX COUNTY,
110 EAST HIGH STREET, MOUNT VERNON, OHIO 43050