



United Way  
of Kenosha County

## **United Way of Kenosha County**

### **2021 Community Gift Awards Program**

#### **RATIONALE**

The Community Gift Awards Program will provide United Way of Kenosha County (UWKC) the flexibility to meet community needs that are not currently covered by our Community Investment Grant Program. It will allow UWKC the opportunity to collaborate with local agencies on one-time projects that align with our mission and key focus areas (education, financial stability, and health).

#### **FUNDING SOURCE**

Funding for the Community Gift Awards Program shall be made available through the annual Community Campaign. Funds unused at the end of the year shall be added to reserve funds unless the board determines otherwise.

#### **FUNDING GUIDELINES**

- Gifts will range in size from \$250 to \$1,000.
- One grant per organization, per fiscal year (July 1 – June 30).
- Funding will support programs, projects or initiatives that have a clear alignment to our mission and must serve Kenosha County residents.

#### **SELECTION CRITERIA**

The UWKC Community Investment Committee will be responsible to review all applications within a timely manner and make recommendations to the board for consideration.

#### **ELIGIBILITY REQUIREMENTS**

- Organization must be a 501(c)3 non-profit organization.
- Organization must operate under written Articles of Incorporations and By-laws or other written documents or statutes that define the applicant's purposes, membership, management, and operation.
- Organizations must comply with all regulations of the state, county and federal government pertaining to proper licensing, health and safety requirements and operation within the

State of Wisconsin and certify they comply with the USA Patriot Act and other counterterrorism laws.

- Organization must operate on a non-discriminatory basis in employment, recruitment of volunteers and delivery of services.
- Organization must demonstrate effective program/project performance and financial responsibility and accountability.
- Organization must operate or provide service within Kenosha County.
- Program/project must align with the UWKC mission.

### **OPERATING GUIDELINES**

- Funds shall be used solely for the granted purpose.
- Funds will be distributed based on the specific needs of the project.
- Funded activities shall commence in a timely manner and expenditures shall cease within one year after receipt of the gift unless an extension is granted by the UWKC.
- Grant recipients shall include UWKC in all promotional materials, activities and programs funded with UWKC monies.
- Funds may cover the cost of wages for permanent, temporary, and contracted positions, computer equipment, printers, honorariums, stipends, and food and beverages.
- Funding can be used for specific program/project materials/products, not overall operations.
- Funding will not support capital campaigns, event sponsorships, mileage/transportation, scanners, and software.

### **REPORTING REQUIREMENTS**

- Gift recipients shall submit a project summary and financial statement indicating actual use and the results of Community Gift Award funds within 30 days of completion of program/project end date.
- Failure to timely submit required reports may result in removal from consideration of future grant opportunities.

### **TIMELINE**

#### **Grant Applications**

Open Wednesday, October 27, 2021, until Friday, November 12, 2021, at 4:00 p.m. CST.

#### **Review by Community Investment Committee**

Month of November

**Presented to Board for Approval**

January Board meeting

**Announcement of Grants**

Within 90 days of grant deadline



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#### **APPLICATION INFORMATION**

The Community Gift Awards Program is open to Kenosha County non-profit organizations. If the organization has not applied for United Way of Kenosha County funding before, they are required to submit a copy of the organization's current IRS determination letter indicating the organization's 501(c)3 tax exempt status and a list of Board of Directors.

The application is open from Wednesday, October 27, 2021, until Friday, November 12, 2021, at 4:00 p.m. CST. Application materials must be submitted via email as one attachment to [unitedway@kenoshaunitedway.org](mailto:unitedway@kenoshaunitedway.org). In the subject line, please write 'UWKC 2021 Community Gift Award Application.'

Questions should be directed to [cfriesch@kenoshaunitedway.org](mailto:cfriesch@kenoshaunitedway.org).

- I. Organization Information
  - a. Name and address of the non-profit organization
  - b. Name and contact information for organization's president/CEO/Executive Director or Board President.
  - c. Contact person's name with email address and phone number.
  - d. Include the mission and vision statement of the organization.
  
- II. Narrative (1000 words or less)
  - a. United Way of Kenosha County has three focus areas: education, health, and financial stability. Please indicate the focus area of your application.
  - b. Program/Project overview – Briefly explain how the funds will be used and include goals, outcomes, and intended impact of the program/project.
  - c. Indicate how the program/project will be evaluated and how success will be measured.
  
- III. Budget
  - a. Include projected budget.