

VENTURE GRANT POLICY



United Way of
Washington County

OBJECTIVES:

The United Way of Washington County established the Venture Grant Fund to encourage and promote innovative, non-duplicating, and/or collaborative programs and projects that meet identified community needs in Washington County. There is no preset maximum award limit. Venture Grants are time-limited and are intended to:

- Provide short-term support for program planning, start-up or development to meet emerging or escalating community needs;
- Provide funds for a development of new or expanded services of an United Way of Washington County member agency;
- Respond to emergency needs of United Way of Washington County member agencies, which could halt or curtail delivery of human services
- Provide funds for one-time projects.

Venture Grants may be used to fund programs or projects. For United Way purposes, the definition of a program is:

A set of related activities and outputs directed at common or closely related purposes that a meaningful portion of the Agency's program resources are dedicated to achieve. The set of services provided should be designed to achieve specific outcomes (measurable results) for a specific population.

A project typically has a tangible product. Examples of project products are surveys and needs assessments.

ELIGIBILITY REQUIREMENTS:

- Agency must have, or have applied for Federal Tax Exempt Status - 501(c)(3), 509(a)(1) or 509(a)(3) status. This is in addition to any to any Sales & Use Tax Certificate of Exempt Status (CES) issued by the State of Wisconsin.
- Programs must meet a clearly demonstrated need not presently met in the community or represent a major expansion or development within the framework of existing services.
- Long-term continued program funding potential after the grant period must be demonstrated.
- Attainment of goals must be realistic and a plan for quantifying results is required.
- Agency must have management capabilities to administer funds in a cost-effective manner.

VENTURE GRANT POLICY, cont.

SUBMISSION OF VENTURE GRANT APPLICATIONS

All United Way agencies will be notified of Venture Grant fund availability at the annual agency fund distribution orientation meeting.

Emergency applications may be submitted at any time during the year. The Community Impact Committee will review Emergency Applications on a case-by-case basis.

Venture Grant program and project applications can be submitted once a year. Grants are program/project specific and for a one-year period to begin in January.

An agency is eligible to receive funding a second and third year for the same program. A new application must be submitted for second and third year funding consideration. To be eligible for continued funding beyond three years, the program must be offered by a United Way member agency. To become a United Way Member Agency, please refer to the New Agency Admission Policy.

PROCESS & TIMEFRAMES

United Way requires an agency to submit Part A of the Venture Grant application prior to submitting a full Venture Grant application for consideration. The purpose of this requirement is to ensure that full applications are only completed for programs/projects that are eligible and fall within the community impact areas identified by United Way. It also enables United Way staff to clarify the type of services being proposed, background information about the agency, the communities to be served, the funding being requested, and identify any other data deemed pertinent.

The deadline to submit Part A of the Venture Grant application is June 1st (or the last business day prior to June 1st). Within 30 days of the June 1st deadline, United Way staff will notify agencies submitting a Part A if the project or program is eligible to be considered for a Venture Grant. For accepted proposals, full Venture Grant applications are due August 15th (or the last business day prior to August 15th).

Venture Grant proposals will be reviewed in a timely manner, and a formal response will be given to the agency submitting the entire Venture Grant application within 90 days of application deadline date.

Written reports documenting progress in meeting goals will be required at 6-month intervals. The Community Impact Committee, with a report to be passed on the Board of Directors, will review reports.

The Community Impact Committee will review Venture Grant applications and recommend their decision to the Executive Committee. The Board of Directors will make final action.

Funds will be distributed to the agency as determined by the Board of Directors.

VENTURE GRANT TIMELINES

PROGRAM VENTURE GRANTS

Deadline Announced:	1) April Agency meeting 2) Press release announcement - late April or early May
Letter of Intent Deadline:	June 1 st (or the last business day prior to the 1 st)
Application Deadline:	August 15 th (or the last business day prior to the 15 th)
CIC Review Date:	1) September CIC meeting review of Project & 1 st year requests 2) October CIC reviews 2 nd and 3 rd year requests & makes Venture Grant funding recommendations
Board Action:	October Board meeting
Agency Notification:	November
Press Release:	Awards announced in November
Funding to Start:	January

PROJECT VENTURE GRANTS

Deadline Announced:	1) April Agency meeting 2) Press release announcement - late April or early May
Application Deadline:	August 15 general Venture Grant application deadline
CIC Review Date:	September and/or October CIC meeting
Board Action:	October Board meeting
Agency Notification:	November
Press Release:	Awards announced in November

EMERGENCY VENTURE GRANTS

Application Deadline:	none
CIC Review Date:	CIC meeting following receipt of Venture Grant Application
Board Action:	Board meeting following receipt of CIC recommendation
Other Issues:	<ul style="list-style-type: none">• Apply by letter that provides required information• Stated in Venture Grant policy but not advertised and no press release announcement