



Program Review Committee Role and Responsibilities

Program Review committee volunteers play a critical role in deciding how funds raised by United Way of Washington County are used to meet prioritized health and human service needs as identified by United Way. Review volunteers are responsible for making funding recommendations that are then forwarded to the Community Impact Committee for final approval. The committee will consist of a Chair (current board member) and up to 10 community volunteers.

Review Process Overview – Program Grants

STEP 1: Programs provider (e.g., not-for-profit organization, agency or coalition fiscal agent) submits year-end reports or applications (if a new program) for review.

STEP 2: Director of Community Impact verifies information for completeness. New agencies will have their information reviewed to ensure that all eligibility requirements have been met.

STEP 3: Year-end reports will be electronically sent to the review committee for their review.

STEP 4: Committee members participate in committee meetings that include rating the program reports. Volunteers participate in the review, discussion and making funding recommendations to programs based on available funding.

Step 5: Programs meet with the review committee for a brief question and answer period. Agency representatives will be given a number of standardized questions that every program will address to the committee. Additional questions may be asked by committee members.

STEP 6: Funding recommendations advance to the Community Impact Committee for approval.

STEP 7: United Way's Board of Directors approves program funding. Agencies/programs are notified of program funding or equipment funding awards.

Volunteer Roles and Responsibilities

- Function as stewards of resources on behalf of United Way by basing funding decisions on outcome results and alignment with United Way's pillars.

- Review program applications and complete a preliminary Scoring Form for each program submission.
- Meet with program provider to discuss submitted year-end report or application.
- Attend follow-up program review meeting to discuss the program reports, scores submitted by volunteers that are then averaged and presented to the committee for discussion.
- Finalize funding recommendation.

Time Commitment

The committee will meet approximately 4 – 6 times during the course of the year. The meeting will last up to one and a half hours. This would include meeting on any potential funding issue with a program reviewed by the committee.

Conflict of Interest

Volunteers participating in the review of agency funding or equipment applications shall disclose any conflict of interest or relationships with applicants prior to any discussion of the issue(s) at hand and excuse themselves from participation in funding recommendation decision-making for that specific program.

“Personal affiliations or relationships” of the individual or the individual’s immediate family include, but are not limited to, ties through an individual’s service as:

- Board member or officer of the agency provider,
- Paid staff member of the agency provider,
- Volunteer for a program provider not-for-profit organization or agency, or
- Currently utilizes the services offered by a program provider not-for-profit organization or agency.

Potential conflict of interest situations should be brought to the attention of Director of Community Impact and/or the committee Chair as soon as practical.