



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.



United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2023 - 2025 Community Impact Process *Training – Prequalification Phase*

Priority Areas: Education & Health

Chrystie Turner
cturner@uwlowcountry.org
(843) 379-3067

Angela Boswell
aboswell@uwlowcountry.org
(843) 379-3063



Agenda

- ▶ Overview of Process
- ▶ GMOA
- ▶ Timeline
- ▶ Prequalification Checklist
- ▶ Common Metrics
- ▶ CommunityForce Software
- ▶ Walk-through Guide



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.

2023 Community Impact Process

~

Overview

- ❑ Ensures people get the support services they need right now, while simultaneously addressing the root causes of key issues – that’s how we create true community impact.
- ❑ Program level funding, which allows agencies to submit multiple programs for funding in any of our four priority areas.
- ❑ Staggered funding schedule. We release 2 priority areas per year. This year’s laser focus is on Education and Health.



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.

2022 Community Impact Process

~

Overview

- UWLC provides operational funding, giving the flexibility the organization needs to determine where those resources are needed the most.
- 2-year grant cycle, permitting the time needed to see results of program impact.
- Step down funding (15% step down in year 2). This strategy ensures a sustainability plan is being created and the program remains diversified in its funding streams.



United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Overview

- Allocations are provided monthly. This allows the agency to be infused with grant funds at regular intervals and prevents our grant from creating “timing issues” in your financials.
- Emphasis is placed on those programs that address the root causes of our communities’ most pressing issues.
- Collaborations are encouraged to apply.
- Electronic application submission.



United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Overview

- ❑ There are no set grant award amounts. We ask the applicants to apply for the amount they need from UWLC , in combination with their other funding streams, to reach the impact they are proposing in the application.
- ❑ Competitive grant process. All applications are reviewed and scored, but only the top 12 program submissions in Basic Needs and the top 7 program submissions in Economic Mobility progress to receive a site visits.



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.

2022 Community Impact Process

~

Overview

- Utilizes trained volunteers, who are donors to UWLC, to evaluate the outcomes obtained by the program, the fiscal accountability of the organization, and the use of non-profit best practices as policy.
- They are able to determine which programs are making the greatest impact, by using an unbiased, weighted scoring metric that allows us to quantify a largely subjective process. *
- Programs must track pre-established goals, outcomes and key performance indicators (found on the metrics documents). This allows us to gauge and report back to our donors the amount of impact our funding is achieving. These data points were developed BY the community, FOR the community.



United Way of the Lowcountry

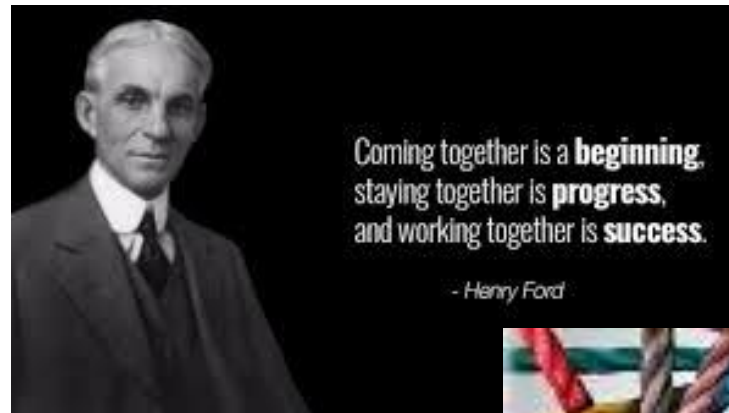
**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Sample GMOA

We give you a copy of the Grantee Memorandum of Agreement (GMOA) Take it back to your Board to review. We provide this so a significant amount of work is not expended on the application, only to discover there are items in the GMOA that prevent both the Executive Director and Board Chair from being able to sign the GMOA as provided.





United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process



Timeline

2023 Community Impact Agency Timeline Education & Health Priority Areas



April 1	All new Community Impact information is populated on the UWLC website for non-profits to review.
May 1	PREQUALIFICATION PHASE OPENS – Organizations will have one month to complete the prequalification phase. All applicants MUST attend a training session before you can complete the submission process.
May 10 May 19	Prequalification Training Work Session #1 from 2:00pm - 4:00pm via ZOOM Prequalification Training Work Session #2 from 9:00am - 11:00am via ZOOM
May 27	DEADLINE - Agencies must complete and submit online prequalification before 4:00pm.
June 24	E-mail Notification of Eligibility – All programs will be informed of eligibility to enter formal application process.
July 1	ONLINE APPLICATION IS OPEN – Organizations receiving e-mails on June 24th determining them eligible can begin filling out the online application. All eligible organizations MUST attend an application training session. This training will provide a comprehensive overview of the CommunityForce software, as well as a detailed description of the information requested within each individual component of the application. There will also be two work sessions made available, where they will be given the opportunity to ask specific questions to increase the quality of their submission. Those Work Sessions will be on July 25th.
July 12 July 21 July 25	Application Training Session #1 from 10:00am - 12:00pm via ZOOM Application Training Session #2 from 2:00pm - 4:00pm via ZOOM Application Morning <u>Work Session</u> from 10:00am - 12:00pm / Afternoon <u>Work Session</u> 2:00pm - 4:00pm via ZOOM ONLY
August 5	DEADLINE - Agencies must complete and submit online application before 4:00pm.
August 8 - September 23	All applications are evaluated and scored by community volunteers who are members of the Community Impact Committee and Priority Councils.
September 28	All programs are informed via e-mail whether they advanced to the next round, depending on their application's cumulative score. Those that are progressing will be provided their site visit schedule
	Health Program Site Visits
November 7	Panel 1 – Site visits and budget discussions (all day)
November 9	Panel 2 – Site visits and budget discussions (all day)
November 10	Panel 3 – (ONLY IF NEEDED) Site visits and budget discussions (all day)
	Education Program Site Visits
November 14	Panel 4 – Site visits and budget discussions (all day)
November 15	Panel 5 – Site visits and budget discussions (all day)
November 16	Panel 6 – Site visits and budget discussions (all day)
November 17	Panel 7 – Site visits and budget discussions (all day)
December 6&7	Final Panel Chair Meetings (TBD based on availability) via ZOOM
January	Present funding recommendations to UWLC BoD for vote Agencies notified of approved funding awards



United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Prequalification Checklist

In order to be eligible for UWLC funding you must be able to answer “Yes” to all of the questions found on the prequalification checklist and be able to upload all requested documentation.

It is essential that the information you upload is what is requested. Your eligibility is established based on the documents provided, and the agency will not have the ability to resubmit, so uploading incorrect documentation could render an “ineligible” determination and prevent you from being able to progress to the application phase.



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.

Impact Process

~

Prequalification Checklist

Federal Tax ID Document

Must be a 501c3 organization Federal Tax ID letter from the IRS

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: MAY 01 2007

Person to Contact:
Gregory Renier
ID# 31-07231

Toll Free Telephone Number:

Employer Identification Number:
57-0405847

UNITED WAY OF THE LOWCOUNTRY INC
PO BOX 202
BEAUFORT SC 29901

Dear Sir or Madam:

This is in response to the amendments to your organization's Articles of Incorporation filed with the state on March 5, 2007. We have updated our records to reflect the name change from United Way of Beaufort County to United Way of the Lowcountry, Inc.

Our records indicate that a determination letter was issued in June 1981 that recognized you as exempt from Federal income tax. Our records further indicate that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Cindy Westcott
Manager, Exempt Organizations
Determinations



United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Prequalification Checklist

Strategic Priorities

Strategic Priorities

- ✓ The organization has a clearly stated human services mission which addresses at least one of UWLC's strategic priorities (Basic Needs, Economic Mobility, Education, or Health).





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Target Populations

Target Populations

- ✓ The program being submitted largely serves at-risk or underserved populations or those negatively affected by racial disparities.





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

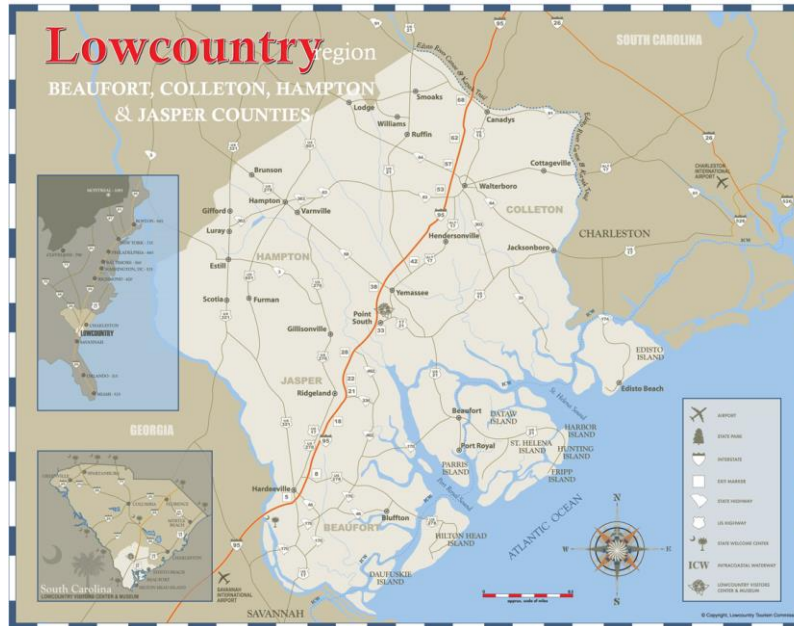
~

Prequalification Checklist

Beaufort and Jasper Counties

Geographic Area

- ✓ The organization provides services to persons residing in Beaufort and/or Jasper Counties and has the ability to access/provide all data, including specific program budgets for our footprint.





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Strategic Plan

Strategic Plan

- ✓ You will need to upload a copy of your Strategic Plan. It should be dated so that the reviewers know when it was last updated.





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Registration with the Secretary of State

Registration – Secretary of State

- ✓ The organization maintains current registration as a Charitable Organization with the South Carolina Secretary of State or has a current registration exemption from the South Carolina Secretary of State.
- ✓ You will be required to upload your **CURRENT** registration letter or letter of exemption from the South Carolina Secretary of State. If you have not received your updated letter, please provide your most recent confirmation letter, along with documentation the most recent information is under review by the Secretary of State's office.



LIVE HERE.
GIVE HERE.
HELP HERE.

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Registration With Secretary of State

SOUTH CAROLINA SECRETARY OF STATE

PUBLIC CHARITIES DIVISION

REGISTRATION STATEMENT FOR A CHARITABLE ORGANIZATION

Filing Instructions

- Pursuant to Section 33-56-30 of the South Carolina Code of Laws, failure to complete all sections of this form may cause your registration to be returned to you and may result in a possible violation and/or fine.
- If this is a renewal, this form cannot be accepted more than six (6) weeks prior to the current expiration.
- **This form must be signed and accompanied by a filing fee of \$50.00 made payable to the Secretary of State.**
- If the annual financial report for the immediately preceding fiscal year has not already been filed with the Secretary of State's Office, please submit it with this form. You may submit your financial report on the [Annual Financial Report for a Charitable Organization](#) which can be found on our website www.scsos.com or on IRS Form 990, 990EZ, or 990PF; **we cannot accept IRS Form 990-N**. If the financial report is not ready you must submit a copy of the extension request submitted to the IRS.
- Please contact our office with any questions regarding this form at 803-734-1790 or email charities@sos.sc.gov.
- Mail to South Carolina Secretary of State, Attn: Division of Public Charities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- Please type or print clearly.

Check one: Initial Registration Renewal

Current Fiscal Year Dates _____ to _____
(mo/day/year) (mo/day/year)

Enter Federal Employer's Identification Number: _____ - _____ Charity Public ID: _____
(Renewal only)

1. Legal Name of Organization: _____
 - a. Doing Business As (DBA) Names: _____
(If applicable)
 - b. Former Names Used by the Charity: _____
(If applicable)



LIVE HERE.
GIVE HERE.
HELP HERE.

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

**Registration With
Secretary of State**



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

8/11/2020

United Way of the Lowcountry, Inc.
Ms. Dale Douthat
PO Box 202
Beaufort, SC29901

RE: Registration Confirmation

Dear Ms. Dale Douthat :

This letter confirms that the Secretary of State's Office has received and accepted your Registration, therefore, your charitable organization is in compliance with the registration requirement of the "South Carolina Solicitation of Charitable Funds Act." The registration of your charitable organization will expire on 8/15/2021.

If any of the information on your Registration form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization.

If you have not yet filed your annual financial report or an extension for the annual financial report, the annual financial report is still due 4½ months after the close of your fiscal year.

- Annual financial reports must either be submitted on the Internal Revenue Service Form 990 or 990-EZ or the Secretary of State's Annual Financial Report Form.
- If you wish to extend the filing of that form with us, please submit a written request by email or fax to our office using the contact information below. Failure to submit the annual financial report may result in an administrative fine of up to \$2,000.00.

If you have any questions or concerns, please visit our website at www.sos.sc.gov or contact our office using the contact information below.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities



**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Overhead costs

The organization's overhead costs are no more than 30% of a total organizational revenue, as validated by the organizations most recent IRS form 990.

You can obtain this information on the Secretary of State's website:

<https://sos.sc.gov/> IF you have submitted your most up to date information.





United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

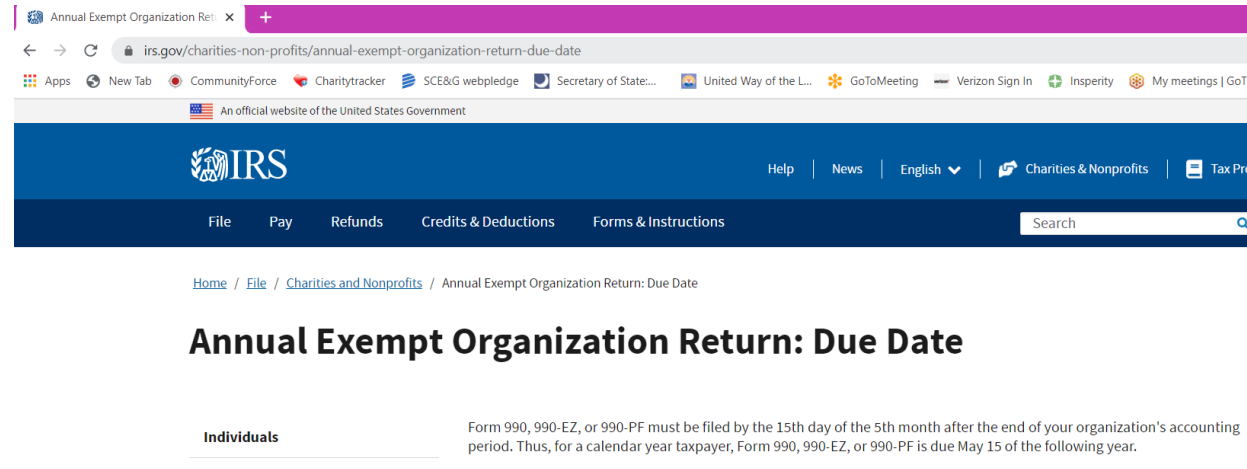
~

Prequalification Checklist

990

990

- ✓ You will be required to upload a copy of your most recent 990. Make sure the document you upload is a copy of the **ACTUAL 990** your organization submitted, including signature and date at bottom.





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

2 Year's financials

2 Year's Financials

- ✓ The organization has two (2) years of financial audits or Generally Accepted Financial Report documents as outlined below and will provide upon request. Financial reports/reviews, and audits provided **MUST** be the most recent and within the last 12 and 24 months. All organizations that are audited must be able to include a complete copy of the Management Letter:

- Gross annual revenue up to \$300,000: Audit committee assigned by the governing board to issue a financial report in a format approved by United Way of the Lowcountry, Inc. and signed by at least three members of the agency's board.
- Gross annual revenue of \$300,001 to \$750,000: Independent Certified Public Accountant to issue a review that conforms to generally accepted accounting practices for voluntary health and welfare organizations.
- Gross annual revenue of \$750,001 and above: Independent Certified Public Accountant to conduct an audit that conforms to generally accepted accounting practices for non-profit voluntary health and welfare organizations.



LIVE HERE.
GIVE HERE.
HELP HERE.

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Insurance Coverage



Insurance Coverage

The organization has appropriate insurance coverage (*examples: property, general liability, professional liability, fidelity bond, directors' and officers' liability and vehicle*).

You will be required to upload proof of insurance coverage

NEW: In addition to maintaining general liability insurance and D&O (Directors' and officers' insurance), there is a new requirement that UWLC be named as an additional insured on your general liability insurance. Proof of coverage will be required during the GMOA process, prior to releasing your 1st allocation check in April.



LIVE HERE.
GIVE HERE.
HELP HERE.

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

***Americans with
Disabilities***

Americans with Disabilities Act

No documentation is asked to be uploaded for documentation, we are simply asking the Executive Director and the Board Chair to go on record and verify that: The organization's facilities meet minimum health, fire, and safety codes and present no architectural barriers to potential clients (*seek to comply with the Americans with Disabilities Act of 1990 (ADA), as amended*).





United Way of the Lowcountry

**LIVE HERE.
GIVE HERE.
HELP HERE.**

2022 Community Impact Process

~

Prequalification Checklist

Technology

Technology

- ✓ The organization has the technology and knowledge required to sign up for trainings via Doodle Polls, participate in trainings via ZOOM, submit an online application form, have the ability to convert documents to PDF format (Adobe), and have working e-mail addresses for both the Executive Director and Board of Directors.



communityforce.com

Doodle®





**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Counterterrorism Compliance Form

UNITED WAY OF THE LOWCOUNTRY, INC. COUNTERTERRORISM COMPLIANCE



In compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws, the United Way of the Lowcountry, Inc. requests that each funded agency ("Organization") certify that it is in compliance with the United Way of the Lowcountry, Inc. compliance program.

ORGANIZATION NAME: _____

Check the Appropriate Box to Indicate Your Compliance <u>With</u> Each of the Following:	Comply	Do Not Comply
This Organization is not on any federal terrorism "watch lists," including the list in Executive Order 13224, the master list of specially designated nationals and blocked persons maintained by the Treasury Department, and the list of Foreign Terrorist Organizations maintained by the State Department.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial, technical, <u>in-kind</u> or other material support or resources* to any individual or entity that is a terrorist or terrorist organization, or that supports or funds terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided or collected funds or provided material support or resources with the intention that such funds or material support or resources be used to carry out acts of terrorism.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not, will not and has not knowingly provided financial or material support or resources to any entity that has knowingly concealed the source of funds used to carry out terrorism or to support Foreign Terrorist Organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization does not regrant to organizations, individuals, programs and/or projects outside of the United States of America with out compliance with IRS guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable, affirmative steps to ensure that any funds or resources distributed or processed do not fund terrorism or terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>
This Organization takes reasonable steps to certify against fraud with respect to the provision of financial, technical, <u>in-kind</u> or other material support or resources to terrorists and terrorist organizations.	<input type="checkbox"/>	<input type="checkbox"/>

* In this form, "material support and resources" means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

I certify on behalf of the Organization listed above that the foregoing is true.

Executive Director (Signature)

Date

Executive Director (printed)



**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Board of Directors

Board of Directors

- ✓ You will be required to upload a copy of the current Board list, which must include the names, phone numbers, home addresses, e-mails, and the terms they are serving.
- ✓ The organization's board maintains and adheres to written bylaws. The bylaws are reviewed at a minimum of every five years. It will be required to upload a copy of your official By-laws, which are signed and dated. The uploaded copy **MUST** have the following information highlighted for easy review by volunteer panel members:
 - o Last reviewed date (minimum 5 years)
 - o Where it indicates terms for members
 - o How many times the Board is required to meet

The organization's board meets at least four times per year, operated with a quorum, records minutes of all meetings, and has them available upon request.



**LIVE HERE.
GIVE HERE.
HELP HERE.**

United Way of the Lowcountry

2022 Community Impact Process

~

Prequalification Checklist

Program Requirements

Program Requirements

- ✓ The organization is able to provide a detailed program budget (United Way funds at the program level and therefore requires program budgets to be uploaded during the application phase).
- ✓ Each program has an operational (annual) plan with quantifiable objectives that specify the results to be achieved during a defined time period.
- ✓ Each program has a system in place to measure progress on achieving results (meeting objectives).
- ✓ The program being submitted has outcomes measurement tracking based on the common goals, outcomes, and key performance indicators established by the community. A copy of these can be found on our website at www.uwlowcountry.org
- ✓ Each program has an appropriate client management system for tracking and assessing client-level (individual) improvements based on program interventions or services.



United Way of the Lowcountry

LIVE HERE.
GIVE HERE.
HELP HERE.

2022 Community Impact Process

~

Tracking Common Data KPI's

In order to be eligible for UWLC funding in the areas of Education or Health, you must be able to track program level data in the following ways. You don't need to be able to track using ALL of the KPI's, but you must track all KPI's RELEVANT to your service provision/program.

This might mean adding certain questions to your intake form, or creating new tools, such as surveys.

We do not ask you to provide this information in the prequalification phase, but you will be required to detail the process used for data collection, as well as provide the data collection tool utilized to ensure the metrics you selected can be obtained.



Any Questions ??

**May 10 - Prequalification
Training Session #1**

from 2:00pm - 4:00pm via ZOOM

**May 19 - Prequalification
Training Session #2**

from 9:00am - 11:00am via ZOOM

**DEADLINE to have the prequalification
application in is MAY 10th!**