

2017 – 2018 Funders' Consortium Application

Criteria & Instructions

Application for funding through INC Board, NFP and Fox Valley United Way are accepted on an annual basis from eligible, locally based nonprofits who meet our current criteria requirements.

Please read the criteria and instructions carefully.

The forms are in a savable Adobe format and must be completed using **Adobe Reader XI** or higher. Please do not try to open and complete the form in a regular Adobe Acrobat program, as the processes within the application are not always compatible. If you do not have a reader, or it needs to be upgraded, you can download the free program safely from adobe.com.

INC Board, NFP

A Community Mental Health Funding Alliance

Funder's Name

INC Board, NFP
P.O. Box 935
Aurora IL 60507-0935

Phone 630.892.5456
Fax 855.209.3221
Website www.incboard.org

Mission/Description

To support mental, intellectual and developmental health and well-being for residents of the seven townships in INC's alliance by responsibly using these local resources to fund, plan, coordinate, monitor, advocate, educate and lead collaborative efforts for a local system of care that provides services to any resident with mental health concerns, developmental/intellectual disabilities and/or substance use disorders.

Eligibility

- Must confirm status as a nonprofit under Section 501(c)(3) of the Internal Revenue Code
- Must be chartered as a nonprofit organization in the state of Illinois
- Agency must have a Federal Employer ID Number (FEIN)
- Request must be for services provided in accordance with INC's corporate purpose to initiate and coordinate programs of service for persons with mental health issues, substance use disorders and developmental/intellectual disabilities.
- Funds requested must be for service provisions for residents in the seven townships in south Kane County (Aurora, Batavia, Big Rock, Blackberry, Kaneville, Sugar Grove and Virgil Townships) that are partners in INC's alliance.
- Program services must not be Medicaid funded.

Considerations

- Availability of funds
- Thoroughness and quality of information provided
- Community need
- Alignment with goals and objectives in INC's Strategic Plan
- Quality of services and outcomes for individuals receiving services
- Agency and program capacity for serving various demographics
- Willingness to serve residents on a reasonable sliding fee scale or free
- Financial health of the applicant agency
- Ethical considerations

Agency Requirements if Funding is Awarded

- Provide bimonthly client service statistics
- Provide monthly financial statements
- Provide all approved board of director meeting minutes on a regular basis
- Provide quarterly outcome reports, unless otherwise noted
- Place INC logo with a hyperlink to INC website on Agency website, as well as stationery and marketing materials
- Agency is required to collaborate with INC on improvements to the mental health system
- Additional requirements are listed in the contract

Note Although funding for new programs is doubtful at this time, priority will be given to those addressing goals in our Three-Year Strategic Plan and One-Year Update.

Fox Valley United Way

Funder's Name

Fox Valley United Way
44 E Galena Blvd
Aurora, Illinois 60505
Contact Michael Meyer

Phone 630.896.4636
Fax 630.896.4681
Website www.uwfoxvalley.org

Mission Statement

The mission of the Fox Valley United Way is to measurably improve lives in the communities we serve.

Type of Service Funded

Health & Human Service programs addressing issues related to the Fox Valley United Way's Impact Areas.

Geographic Areas

The Fox Valley United Way supports programs serving the following communities: Aurora, Big Rock, Bristol, Campton Hills, Elburn, Geneva, Hinckley, Kaneville, La Fox, Little Rock, Maple Park, Millbrook, Montgomery, Mooseheart, North Aurora, Oswego, Plano, Plattville, Sandwich, St. Charles, Sugar Grove, Wasco and Yorkville.

Applicant Criteria

- Agency must be registered and chartered as a charitable organization with the Attorney General of the State of Illinois;
- Agency must be established as a Section 501 (c) (3) under the Internal Revenue Code for two years;
- Agency must have a Federal Employee ID Number (FEIN);
- Agency must agree to sign the Fox Valley United Way Partnership Agreement. (Upon funding approval, this document will be provided).

Application Restrictions

- Agency is restricted to submitting no more than 3 program applications per funding cycle.
- The Fox Valley United Way is not accepting applications from any new agencies at this time.

Impact Areas

- Education
- Income
- Health
- Basic Human Needs

Outcome Measurements

Outcomes measurements are now a required part of the Funders' Consortium application process.

Reporting Requirements

- Prepare and adopt a balanced budget based upon all sources of income and to conduct its operation in accordance with its budget.
- Submit quarterly financial reports including Statement of Activities and Statement of Financial position by the 25th of each month following the end of the agency's quarter. These reports will be held on file. If an agency's quarterly reports are not current, monthly payments will be held without notice until all reporting obligations are met.
- Have a complete audit of its financial affairs made each year and to furnish a copy to the United Way Board within 180 days after the close of the agency's fiscal year. If circumstances warrant, a written 30 day extension may be requested, bringing the total to 210 days. Beyond that point, funding will be withheld until the audit is received
- Additional requirements are listed in the contract.

Please be advised: If funding is approved for the 2017-2018 Application, allocations will begin in July of 2017

Step One: **Review the process.** Read through all of the instructions before you start, even if you have applied before. Printing a copy of all the application files before you start would probably also be helpful so you can refer to them as you work.

Step Two: **Read the Funders' Criteria pages that follow, thoroughly.** If you apply to the wrong funder for your services, you will not be funded.

Step Three: **Prepare.**

1. Add a new folder on your computer to store your application documents.

Step Four: **Save a copy of each file to your computer.** There are only two files: AgencyInfo and ProgramInfo.

1. On the website, select the 'AgencyInfo' file.
 - a. When it opens, hit the download arrow (arrow in the upper right corner).
 - b. Select 'Save File'.
 - c. Browse to your new application folder – open.
 - d. Highlight the file name and type in your agency's name.
 - e. Save.
2. Repeat the process for the 'ProgramInfo' file and save it under the program name.
 - a. Repeat the process for each program for which you want to request funding; naming each file accordingly.

OR

- b. Save it one time as 'ProgramInfo' in your folder and then copy and paste; renaming as you go, so you have a file for each program.
3. You can download any of the files again at any time from the website, but make sure they are named differently so you don't replace any completed forms with a blank copy.

Step Five: **Opening the files.**

1. Open the Adobe Reader first. Select 'File', 'Open' and then browse to your new files and select the one you want. We suggest that as soon as it is open, you immediately do 'File', 'Save As', and rename your file to correlate with your agency or program, if you haven't already done so.

Note: If you have a full Adobe Acrobat program installed on your computer, do not double-click to open the files because they will open in the wrong program.

Step Six: **File Tips**

1. 'AgencyInfo'
 - a. Every application must have a completed AgencyInfo file and the required attachments listed on the last page.
 - b. When you open your 'AgencyInfo' file, click in the first box and you can immediately start typing in information.
 - c. Tab to continue through the form.

- d. You can save it at any time and go back to it later, if unable to complete it all at one time.
 - e. The table for program requests tabs across the rows. Totals will calculate automatically.
 - f. The cursor will go to the middle left of narrative boxes, but will expand as you type, to fill the box.
 - g. For the Yes/No questions, select your answer and click on it with your mouse to mark it with an 'X'.
 - h. Answer all of the questions. If a question does not apply to your services, explain why. Pay attention to limitations, drop down boxes, formatting instructions, etc.
 - i. Gather all of the information requested on the last page.
 - j. Save and print.
2. 'ProgramInfo'
- a. There must be a 'ProgramInfo' file for each program request listed on the 'AgencyInfo' table as well as an attachment with outcomes if they cannot be described appropriately within the document.
 - b. When you open your 'ProgramInfo' file, click in the first box and you can immediately start typing in information.
 - c. Tab to continue through the form.
 - d. You can save your information at any time and go back to it later, if unable to complete it all at one time. BE SURE TO SAVE EACH 'ProgramInfo' FILE UNDER A DIFFERENT NAME.
 - e. The cursor will go to the middle left of the narrative boxes, but will expand as you type, to fill the box.
 - f. For the Yes/No questions, select your answer and click on it with your mouse to mark it with an 'X'.
 - g. In the Demographics tables on page 6 and the Financial Information tables on page 7, the tabbing order goes *down*, so you can complete the information for each year, and then returns to the top of the table in the next column so you can complete all of the information for the next year.
 - h. Answer all of the questions. If a question does not apply to your services, explain why. Pay attention to limitations, drop down boxes, formatting instructions, etc.
 - i. Save and print.

Step Seven: **Review your documents to be sure you have everything.** Also, to ensure that all information has been completed, saved and printed so the funders have all of the information they need to make their funding decisions. If it is included in the application, the funder needs that information.

Step Eight: **Copy and prepare for delivery.** Print or make two (2) copies of each form. Attach supporting documents that are requested in the application to each of the appropriate forms. Your final checklist should be as follows.

Checklist

- You have read the criteria and requested funds from the appropriate funders.
The final documents in each of the two packets include (in this order):
 - AgencyInfo listing every program request and all questions answered.
 - Deficit explanations, if needed
 - Copy of IRS Form 990
 - Current budgeted Revenue and Expense
 - Current most recent financial statements, including Statement of Activities and Statement of Financial Position
 - Summary Balance Sheet for each of the past two years
 - Board member information
 - For each program, include:
 - ProgramInfo with all questions answered
 - Memoranda of Understanding with collaborating agencies
 - Sliding Fee Scale, if applicable
 - Outcomes (if it will not fit in program narrative)
 - Outcome data from last year.

You should have 2 sets of packets. DO NOT attach anything else. Do not add covers, tabs, binding, letter of support or any material other than what has been requested to the packets.

Step Nine: **Delivery.** Submit hard copies only. No electronic copies will be accepted. The application must be submitted no later than the deadline of **Friday, March 17, 2017 at 3:00 PM.** Please deliver 2 hard copies of your total application to:

Fox Valley United Way
44 E Galena Blvd
Aurora, IL 60505

Step Ten: **Contact us if you have questions.**

Please contact your main funder as follows:

Michael Meyer
Fox Valley United Way
630.896.4636
michael.meyer@uwfoxvalley.org

Jerry Murphy
INC Board, NFP
630.892.5456
jerrym@incboard.org

Technical Questions

Dalila Alegria 630.892.5456

dalila@incboard.org