

United Way of Racine County COVID Relief Fund

Description, Application Questions and Reporting Requirements



The United Way of Racine County (UWRC) COVID Relief Fund was established to meet the unexpected and immediate needs of our community related to the pandemic. The UWRC COVID Relief Fund is organized to be flexible in addressing the community's changing needs as they evolve throughout this crisis. In particular, the UWRC COVID Relief Fund will focus on the community's areas of greatest need and inequities, such as minority communities that are adversely impacted by COVID-19, areas lacking adequate health care resources, and programs that can effectively address immediate areas of community concern – changing quickly as community needs change. This is a competitive fund and requests that meet requirements are not guaranteed funding. Together, we can respond, recover, reimagine and rebuild.

The fund is available to Racine County nonprofits with an established 501(c)(3) status. The review process is conducted by United Way staff, board members and investment committee volunteers. Funding will be awarded at a minimum of \$2,500 and a maximum of up to \$12,000, until the available funds are exhausted. Funds may be released in a lump sum, or on a reimbursement basis.

Beginning in December 2020, requests submitted by the last day of the month will be reviewed by United Way community investment community (CIC) volunteers. CIC typically meets the third Tuesday of each month. Notification of funding will be issued by the end of the month of review. Grantees are required to submit a report within 30 days of funds being expended.

Funding priorities

The COVID Relief Fund was designed to provide nonprofit organizations in Racine County with:

- Assistance related to delivering existing programs that are impacted by COVID (examples: money for food banks experiencing surges in demand, computers for an agency's new virtual communication needs, hotel vouchers for homeless shelters at capacity)
- Materials related to protection from COVID while delivering services (examples: PPE, disinfectant, cleaning supplies, etc. for the agency)
- New programs specifically designed to mitigate the spread of COVID (examples: COVID protection training program made available to low-income households, PPE materials distributed to people living in hot spot areas, etc.)

Non-allowable expenses

The COVID Relief Fund was not designed to fund existing operating costs not related to COVID, nor was it designed to “make up” for funding or donation shortfalls. For example:

- A new computer needed by an agency to switch communications with clients to a virtual environment would qualify for consideration; new computers needed to replace aging equipment used in ongoing operations would not.
- PPE equipment, disinfectants, hand sanitizer, masks, etc. for agency personnel or their clients would qualify for consideration; office supplies and equipment would not.
- A new program to effectively address an immediate need in the community (masks for children going to school) would qualify for consideration; an existing program that provides back to school backpacks for kids would not.

Application process

Applications must be submitted online at www.unitedwayracine.org/COVID-relief. Incomplete or improperly submitted applications will not be considered for funding.

Eligibility screening

Are you currently a funded partner of United Way of Racine County, receiving allocations?

- If yes, the form jumps to the organization information and questions.
- If no, the form jumps to eligibility screening.

Eligibility screening questions

At any point, if eligibility screening fails, the form states: *Based on the information provided, your organization is not eligible to apply for funding.*

- Does your organization serve residents of Racine County, WI?
- Is your organization able to provide detailed financial reports and board-approved budgets?
- Has your organization been legally incorporated for at least one year?
- Is your organization tax exempt as described in section 501(c)(3) of the Internal Revenue Code?
- Are you able to provide an audit or audited financial statements as required by the State of Wisconsin Statue 202.11?
- Is your organization governed by a voluntary board of directors, and has this board approved this application for funding?
- Does your organization maintain a policy of non-discrimination and equal opportunity, and comply with the Americans with Disabilities Act?

Organization information

- Executive director/CEO name, email address, phone

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of Racine County

- Organization legal name, organization name as you'd like it to appear in print, website address, phone, address, city, state, zip code.
- Primary contact name and email address.

Fiscal agent information

- Do you have a fiscal agent?
 - If yes, the following information is required.
 - Fiscal agent legal name, IRS EIN number, executive director/CEO name, email address, phone number, website address, phone number, address, city, state, zip, upload 501(c)(3).
 - If no, IRS EIN number, upload 501(c)(3).

Application questions

1. Name of the project/program for which your organization is seeking funding.
2. Dollar amount requested.
3. Provide a brief description of the critical community need to be addressed by this program. Include information on who will be served and anticipated number served.
4. How will the requested funds help address the need?
5. Describe the anticipated impact the funding will have on your organization.
6. Describe the anticipated impact the funding will have in the community.
7. Did your organization apply for a PPP loan? Was it approved? How much? When did you receive the loan?
8. What is the largest COVID-related challenge facing your organization? Your clients?
9. Is there any additional information you would like the review committee to consider?
10. Upload a project/program budget that includes the cost per item/service and explains how the cost was determined.
 - a. Be prepared to share organizational budget if requested.
11. Agree to terms: *All applicants must read, agree to sign, and meet all provisions of the funded agreement and standards including compliance requirements. If organization is currently funded by UWRC, they must be in compliance with all policies and procedures at the time of submitting appropriate requests. An end of the program/project report is required of all awarded requests.*

Reporting requirements

Grantees are required to submit a report at www.unitedwayracine.org/covid-relief-report within 30 days of the completion of the project/program. Additional reporting requirements may be stipulated in funding agreement.

1. Organization name
2. Executive director/CEO name
3. Name and email address of person completing report
4. Name of the project/program for which your organization received funding.
5. Amount of award from United Way COVID Relief Fund?
6. How many unduplicated clients did you serve with this funding?
7. Provide a brief description of the critical community need that was addressed by this project/program.
8. Describe the impact the funding had on your organization and on the community.
9. Share any specific measurable results achieved as a result of this funding.
10. Share your success with us by describing how a client was impacted with this funding and/or how your organization was more effective as a result of this funding.
11. (Optional) Upload a photo that demonstrates the impact of your project/program.
 - a. If a photo is uploaded, media release is required.
12. Provide links to social media posts, media releases, marketing collateral, etc. related to the program/project funded.
13. Is there any additional information you would like to report?