

Konza United Way (KUW) Policy and Standard Operating Procedure

Make a Difference Grant Program Policy

I. PURPOSE:

1. The purpose of the Make a Difference mini--grant program is to achieve a more flexible funding posture and be more responsive to emerging community needs. To advance this purpose, preferential consideration will be given to program requests that address needs supporting the Education, Health and Income goals of Konza United Way.

II. FUNDING LEVEL

1. The level of funding available for Make a Difference grants shall be determined annually by the Board of Directors.

III. ELIGIBILITY REQUIREMENTS -- *All organizations applying for Make a Difference grant funds must meet the following minimum requirements:*

1. Operate as **501c3 non--profit** charitable, educational, civic, scientific, social welfare, religious, hospital, health care or health service organization, or as a governmental or quasi--governmental unit.
2. Operate under written **Articles of Incorporation and By--Laws** or other written documents or statutes which define the applicant's purposes, membership, management and operation.
3. Operate on a **non--discriminatory basis** in employment, recruitment of volunteers and delivery of services.
4. Grants must provide funding for programs, services or activities that align with the United Way targeted cause priority plan and occur within the **geographic area** served by the Konza United Way.

IV. OPERATING GUIDELINES -- *The following basic operating guidelines shall apply:*

1. The grant program is open to both Konza United Way participating and non--participating organizations.
2. Grants can be requested on a yearly basis and shall be used solely for the granted purpose. No project or program shall be funded for more than two consecutive years.
3. Funded activities shall commence in a timely manner and expenditures shall cease within one year after receipt of the grant. Grant funds not expended shall be returned to Konza United Way.
4. All grants shall be approved by the United Way Board of Directors. The amount of any grant will depend upon individual program requests and the need as determined by United Way Board of Directors. The annual maximum grant award shall be \$2,500. Most grants are anticipated to be less than \$1,000.
5. No grant will be given for any purpose to jeopardize the tax--exempt status of KUW or applying organization.
6. Recipients shall conspicuously acknowledge Konza United Way in promotional materials, activities and programs.
7. Grant recipients shall submit a one--page project performance report and financial statement indicating actual use of grant funds within 30 days of completion of project or program end date.

V. APPLICATION AND FUNDING PROCEDURE -- *The grant program is separate and distinct from the regular funding process. The following general procedure shall apply:*

1. Organizations must submit the attached proposal for funding to Konza United Way office by the first of each month starting Jan. 1
2. Funding will be awarded on a first--come, first--serve basis.
3. The Community Impact team will submit a recommendation for Make a Difference Grant funding recipients and amounts to the KUW Board of Directors at any regular meeting.
4. The KUW Board of Directors will make final decisions on grants at any regular meeting. Organizations will receive written notification of the Board's decision.
5. Program activities and grant expenditures shall occur within one year of the award.

**KONZA UNITED WAY
MAKE A DIFFERENCE MINI--GRANT APPLICATION**

Applicant _____
Address _____
Contact Person _____ Phone _____
KUW Target – Circle One: Health Education Income
Website or Social Media Connections _____

PROPOSAL

On a maximum of two additional pages, describe the proposed project or program. *Please number each section.*

1. Documented need and expected results for program or project needing funding (survey data, statistics, etc.)
2. Specific objectives of project, timetable, and process to achieve results
3. Detailed budget and financial details with total cost; KUW grant requested; other potential sources of funding

Submit one copy of the following: *Organizations that are currently participating agencies of KUW do not need to resubmit the following materials.*

1. Names of board of directors or governing body.
2. Articles of Incorporation and By--laws.
3. 501c3 status verification, regulation or the applicant’s Internal Revenue Service letter which establishes that the applicant is exempt from Federal income taxes.

Grantees are required to give proper credit to KUW in all promotional materials, activities, and printed materials. Information on credit language and where to use it is provided below:

1. In printed literature, catalogues, brochures, news releases to the media, etc., prepared for distribution, the following words must appear on the front page or follow immediately after the first mention of the program or activity title: "This proposal was funded in part by the Konza United Way Community Impact Program." or, where appropriate the United Way logo may be used. The logo can be transmitted electronically.
2. In special announcements made during the proposed program or activity, recognition appropriate to the occasion is to be given to the Konza United Way. Please notify the KUW office regarding specific procedure if a designated representative is needed.

The following individuals have reviewed and have agreed to follow this policy to the best of their knowledge.

Executive Director

Approval Date

Board Committee Chair

Review Date