



United Way  
of the Tri-Valley Area

## The Special Projects Fund Policy

The United Way of the Tri-Valley Area's (UWTVA) mission is to improve people's lives by uniting people and resources. UWTVA strategically invests money that is raised through its annual fundraising campaign in programs that serve Greater Franklin County. This money is distributed in a variety of ways throughout the year by Community Investment Review Committees which are part of the larger Community Investment Team. The Community Investment Team is comprised of diverse community members who represent all regions of Greater Franklin County.

Investments include **Community Partner Investments** (programs offered by non-profit 501(c)(3) organizations); **The Hope Fund** (funding for unmet needs of children by application from a parent, case manager, teacher, etc.); and **The Special Projects Fund**; (support for projects that address emergent needs.)

### The board of directors has established the following procedures regarding Special Projects Funding:

- Special Projects funding is designed to provide resources to address emergent human service needs in Greater Franklin County on a one-time basis. Preference will be given to programs and projects that are collaborative and innovative in nature.
- Existing Community Partners may apply, however only requests for new programs and projects that are not currently funded by the United Way will be reviewed.
- Applicants do not need to be 501(c)(3) non-profit organizations.
- Awards will not generally exceed \$5,000.
- Applications are completed on-line at <https://www.uwtva.org/what-we-do/funding/special-projects>
- Approving Authority Structure:
  - ≤ \$500 – Executive Director & CIT Chair
  - \$501 - \$2,500 – E-mail voting by Special Projects Review Committee
  - ≥ \$2,501 – Convene Special Projects Committee in Person to Interview Applicant
- Committee must have no less than six members, three of whom must be board members. A quorum of currently serving members must be present to vote.
- The CIT chair can designate a board member or community member to chair this review committee.
- Committee Chair will be responsible for presenting to the Board of Directors a summary of approved projects.
- United Way staff, volunteers and Board members can encourage individuals and organizations to apply.
- Funds must be used as agreed; requests for changes must be submitted in writing to the Special Projects Committee for approval.
- Funds must be spent within one year of the award; unspent funds will be returned to UWTVA.
- A six-month report is required as well as a final report which is due to the United Way within 30 days of the completion of the project.