



United Way
of the Tri-Valley Area

The Very Basics 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.)

In addition to the above funds that require a review committee to make funding decisions, United Way has created **The Very Basics Fund** to distribute funds that are designated to broad impact areas such as food, fuel and shelter.

The board of directors has established the following procedures regarding The Very Basics Fund:

- The Very Basics Fund is comprised of funds that have been raised or donated by individuals or businesses that specifically support basic needs such as food, fuel or shelter. Donors do not designate to a specific organization, letting United Way determine the distribution of these funds. (Examples include funds raised through the Keep ME Warm telethon; funds raised through the Pantry Project; or projects that students or community members undertake like an Empty Bowls dinner where proceeds go to helping feed people.)
- Funds will be distributed through an application process.
- Applicants must be non-profit organizations (may include service organizations, schools, chambers, etc.)
- Applications are completed on-line at <https://www.uwtva.org/what-we-do/funding/verybasics>
- If there is over \$500 in the fund, there will be an announcement of the availability of funding twice a year:
 - February for an April due date and a June payout
 - August for an October due date and a December payout
 - Executive Director, in consultation with staff, & CIT Chair will review applications and make determination
- Approving Authority Structure:
 - ≤ \$500 – Executive Director & CIT Chair
 - \$501 - \$2,500 – E-mail voting by Very Basics Fund Review Committee
 - ≥ \$2,501 – Convene Very Basics Fund Committee to Interview Applicant

- Committee Chair will be responsible for presenting to the Board of Directors a summary of approved projects.
- Funds must be spent within one year of the award; unspent funds will be returned to UWTVA.
- For distributions over \$500, a final report is due to the United Way within one year or 30 days of the completion of the project.

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