**Frequent Asked Questions (FAQ) of the 2016 Community Investment Process**

1. **How do I name my files?**

All attached files should have the agency/organization name in the file name with title of document. Examples: Agency XYZ FY2013 990, Agency XYZ Strategic Plan

1. **Do we have to submit electronically?**

Yes – you must use the submission process on the Roane County United Way (RCUW) website under For Non-Profits tab, under Community Impact, then under Community Investment. We advise having all of your files that you are submitting in one location on your computer so that you can select all of them at one time and submit.

Organizations may create an electronic version of the application, requested supporting documentation, and the signature page of the application by scanning the document into a portable document format (pdf). The UPS Store, All-Star Promotions, and printing shops/services offer scanning services to convert a hardcopy document to electronic.

1. **Is the application a PDF form?**

Not at this time.

1. **May organizations that receive Community Investment grant also apply for Community Enhancement grant?**

Yes – the community enhancement grants will be offered throughout the year beginning in January 2016. Please refer to RCUW’s Community Impact website

1. **Can we use success stories that relate to another county?**

Yes – the success story is about the service you are requested funds for and doesn’t have to relate to a specific county; however, please note which county is being referenced if not Roane County. We would like to know of the successes you have in Roane County as well.

1. **Will there be an interview?**

At this time, we are going to require an interview for all Community Investment applicants.. Dates will be determined and communicated at a later time but will take place in 1st quarter of the year.. Interviews will be scheduled for 30 minutes and questions provided a few days prior to the interview.

1. **Can I provide additional information on the application?**

A fillable space has been provided to allow the applicant to provide additional, supporting information at the end of each section.

1. **Can I submit a video about our organization?**

Yes – if for some reason it doesn’t upload please email it to[jsosa@unitedwayroane.org](mailto:jsosa@unitedwayroane.org).

1. **Who do I reach out to with questions?**

Joanie Sosa, RCUW Community Impact Coordinator or Dina Jackson, Executive Director at 882.7711

1. **May I submit hard-copy materials in support of the application?**

Yes, materials and/or references may be provided at the panel interview.

1. **I’m not sure if the service my organization delivers fits into one of the foundation areas of education, financial stability, or health. How do I determine which is the best fit?**

Some research on your part may assist with your determination. The resource provided on the RCUW website under the link Community Investment entitled “Charting the Course for Change” may be of assistance. You might also review information provided on the RCUW website, <http://unitedwayroane.org/>. **It should be your determination on how the service supports the RCUW mission**:

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| **MISSION STATEMENT**  *RCUW mobilizes the caring power of our community*   * *To create* ***long-lasting change*** *that improves people’s lives, and* * *To provide for the* ***basic human needs*** *of those needing assistance.* | **VISION STATEMENT**  *RCUW will be the organization the community turns to when seeking* ***lasting community change****. We will be recognized as a catalyst for making a significant and measurable* ***difference in our community****. We will mobilize and enable partner agencies to* ***achieve our mission*** *and will be nationally recognized as a leading rural United Way in the area of community outreach.* |

1. **Can my organization submit the 990-N information for exempt organizations?**

Yes, the completed form 990-N is acceptable. If you don’t have a copy of the form you can access the information from the irs.gov website and attach a copy with your application.

Link: <https://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>

Per the IRS: “Most small tax-exempt organizations whose annual gross receipts are [normally $50,000 or less](https://www.irs.gov/Charities-&-Non-Profits/Gross-Receipts-Normally-$25,000-$50,000-or-Less) are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead.”

Please refer to the checklist at the bottom of the application which includes the list of required attachments (i.e., annual budgets, 3 years of financial information, list of Board of Directors, etc.)

1. **What should I submit if my organization does not have all of the financial documents requested?**

Submit copies of the annual financial documents that you utilized during the last three years to manage the finances of your organization and provide commentary on how you use this information to manage finances. RCUW recognizes that some small nonprofits partner with other organizations and do not utilize formal account documents. RCUW also recognizes that some small nonprofits have simple budgets and manage cash flow on an annual basis. The goal is to be able to demonstrate a level of good managerial and financial stewardship that is appropriate for your organization.

1. **If my organization becomes a partner with RCUW, are there fundraising restrictions?**

**Yes and those are provided within the mutually agreed upon *Community Partner Agreement,* which provides for the following*:***

* An organization will not conduct fundraising or other activities that interfere or compete with those of the partnership. This means specifically:
  + The Community Partner will not conduct payroll deduction fundraising campaigns outside of its own organization at any time of the year.
  + Corporate solicitations by the Community Partner will not be made during the annual RCUW campaign period of September 1 – November 30.
  + The Community Partner will notify the RCUW of its intended fundraising activities in its annual application. This information will be used to communicate among agencies when fundraising activities may be competitive in nature.

1. **To receive funds designated by donors to a specific organization does the organization need to complete the Community Investment application?**

Yes. RCUW’s policy for investor designated funds follows:

# RCUW Governance Documents, Edition 04, Dated May 2016, RCUW-POL-7, Rev. 0, Investor Designated Funds Process

**Purpose:**

Establish and describe a designated funds process

**Policy:**

The Requirement M (reference United Way Worldwide Code Deduction Standards) designated gift handling percentage (calculated annually) will be deducted prior to the remainder of the donor/investor funds being distributed to the designated organization. Individual or entities designations are to be a $50 minimum. Designated funds received will be distributed twice per year (June and December). Prior to the funds distribution, RCUW must assure the receiving organization, other than another United Way, meets the following requirements:

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| **Requirements** |
| 1. Investor designated funds will be used in a manner which aligns with RCUW’s charitable mission. 2. Funds will be used in support of a service delivered in Roane County. 3. The receiving organization is a legitimate nonprofit registered with the State of Tennessee as a charitable organization. 4. Funds recipient must certify the organization is in compliance with the spirit and intent of the USA PATRIOT Act and other counterterrorism laws. |

Specific details per designated organization type are provided below:

* **Designations to Other United Ways**: RCUW distributes the remainder of the funds to the other United Way(s) after deducting the designated gift handling percentage.
* **Designations to Community Investment Partners**: The Community Investment grant process includes the review, confirmation, and documentation to assure the requirements described above are met. These partners are included on campaign marketing materials and the RCUW website.

An organization may elect to apply for a Community Investment grant to receive designated funds only. If approved for the Community Investment grant, the organization is considered a Community Investment Partner and will be included on campaign marketing materials and the RCUW website.

For designations to Community Investment Partners, RCUW distributes the remainder of the funds to the Partner after deducting the designated gift handling percentage.

* **Designations to Non-Community Investment Partners**: The Community Impact Coordinator distributes a notification to those organizations that are not Community Investment partners requiring the organization to confirm the designated funds will be used for charitable purpose(s) within Roane County. The organization must also provide RCUW a copy of its State of Tennessee nonprofit registration and a signed Roane County United Way Compliance Agreement prior to the funds distribution. If the organization provides the confirmation and required documents, RCUW will distribute the remainder of the funds after deducting the designated gift handling percentage. Organizations that are not Community Investment Partners **will not** be included on marketing materials and the RCUW website.

For those organizations not meeting the requirements described in the Requirements table above or fail to return required documents, funds will be placed in the funds for the Community Investment Grant.