



United Way of Kennebec Valley Letter of Intent (Calendar Year 2021)

Grant Period: January 1 – December 31, 2021

This form is intended for organizations that are not current members of United Way of Kennebec Valley (UWKV). A Letter of Intent is required before a non-affiliated organization will be invited to apply for 2021 funding. Do not exceed the space allowed. Email the following documents as separate PDFs to ktozier@uwkv.org on or before December 11, 2020, at 4 pm:

- Letter of Intent Application
- Proof of nonprofit status (IRS determination letter)
- Most recent 990 and audited financial statements

OVERVIEW

UWKV provides funding for nonprofit health and human service organizations serving people in the Kennebec Valley region. A full list of towns in the region is available [online](#). All applicants will be notified regarding the disposition of their LOI on a rolling basis on or before December 18, 2020.

Submission of this LOI and/or the subsequent 2021 Funding Application does not guarantee UWKV funding.

If you have questions, please contact Kelly Tozier at 207-626-3400 or ktozier@uwkv.org.

TIMELINE

Date	Activity
November 9, 2020	Letter of Intent Issued
December 11, 2020 at 4 pm	Letter of Intent Due
December 18, 2020	Applicants Notified
December 18, 2020	2021 Funding Application available to invited organizations
December 18, 2020	Recorded Funding Application Information Session available to invited organizations
January 6, 2021	Live Funding Application Information Session
February 1, 2021 at 4 pm	2021 Funding Application and supplemental documents due via email to ktozier@uwkv.org
February-April 2021	Organizations present to volunteer panel
May 2021	Organizations notified of funding decision
June 2021	First funding payment distributed (paid retroactively for Jan-May)

ELIGIBILITY REQUIREMENTS

NOTE: Do not submit an LOI unless all of the following conditions apply.

- The organization is an incorporated nonprofit organization under the laws of the state of Maine and has tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.
- The organization has a Board of Directors that is an active, representative voluntary governing body, with regular meetings and is responsible for developing its mission, determining its strategic direction and providing oversight.
- The organization has bylaws that state the purpose of the organization, make provisions for the size of the Board of Directors and provide rules for selection, tenure, number of officers and committees, financial and legal procedures, conflicts of interest and quorum requirements.
- The Board of Directors is responsible for ensuring that sufficient funds are available for the organization to meet its objectives.
- The organization has proof of adequate liability insurance coverage and will indemnify UWKV, its volunteers and staff from any and all liability for any damage or injury caused to any employee, client, patron, agency, visitor or guest of the organization.
- The organization can submit, when requested, an IRS Form 990 and an audit (or financial review, in accordance with state law) prepared by an independent certified public accountant in compliance with generally accepted auditing standards as applied to nonprofit organizations.
- The Board of Directors has inspected and approved the annual audit, or review, as well as IRS Form 990.
- The organization has and maintains a balanced budget, or has an agreed upon plan for meeting all deficits.
- The organization provides funded services in the Kennebec Valley, and its services are culturally sensitive and barrier free.
- The organization has identified projects or programs that fall within the scope of one or more of UWKV's Investment Areas: health, education, and financial stability.
- The organization can adhere to UWKV's Partner Program Agreement, available [online](#).
- The organization demonstrates reasonable efficiency in program management and adequacy of resources, both in materials and in personnel (voluntary and paid) to sustain a quality level of service.
- The funding request to UWKV does not extend to individuals, civic or political institutions, school fundraisers, capital campaigns or endowments, sponsorships, event fundraisers, or sporting events.
- If accepted and funded, the organization agrees to support United Way's fundraising and outreach efforts by conducting an employee payroll campaign and by including the United Way logo on printed and electronic advertising and promotional materials.



United Way
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LETTER OF INTENT APPLICATION

You must complete this application in its entirety.

Name of Organization

Street Address

Mailing Address (if different)

Phone Number

Organization Website

Organization EIN

Executive Director Name

Executive Director Email

LOI Completed By

Email of Person Completing

Organization Mission

Year Founded

Name of Proposed Program/Service

This funding is for a:

New Program Existing Program

Which of the following UWKV Investment Areas does your program target (choose one)?

- Health Education Financial Stability

Projected number of people to benefit from this program in Kennebec Valley:

Anticipated amount of one-year request for this program:

- Less than \$5,000
 \$5,000-\$10,000
 \$10,001-\$20,000
 \$20,001-\$30,000
 \$30,001+

Brief Description of Program/Service:

Brief Description of Population Impacted by Program/Service:

Does another organization provide the same or similar services?

- Yes No



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If yes, what differentiates your program from theirs?

If United Way funds are not available, how will the program and the community be impacted?