

Letter of Inquiry (LOI) FAQs

LOI Process

- What is the LOI deadline?
All materials must be submitted online through ANDAR by February 10th at 5 p.m.
- Who is eligible to apply for CLIP funding?
Any 501(c)3 non-profit organization, which can include school districts and other educational entities, with programs that align with our funding priority areas.
- What is the UWNWA service area for this funding cycle?
The service area for this funding includes Washington, Benton, and Madison Counties.
- What programs have been awarded funding for CLIP?
A complete list of funded programs is located through our website (www.unitedwaynwa.org).
- What if I don't have an ANDAR log-in ID?
Please send an email requesting an ANDAR ID to Holly Hill at hsparks@unitedwaynwa.org. She will be able to get one established for you. Please allow 2 business days to establish.
- Can an organization submit more than one LOI?
Yes, you may submit more than one. You can submit multiple LOIs within in a specific funding focus area or across multiple funding focus areas. You may not submit the same LOI in two different funding focus areas. Please email Holly Hill at hsparks@unitedwaynwa.org with the number of additional LOIs you would like to submit so she can set it up in ANDAR. Please allow 2 business days for the set-up.
- What if my program fits in multiple funding focus areas?
Please choose the funding priority area that aligns more closely with your program. If you submit a draft LOI for review, the Community Impact staff can provide feedback on the focus area selected based on your narrative.
- To be considered for funding, is there a minimum threshold on the number of children served in the program?
There is no minimum threshold, but the program will be reviewed in context of moving the needle in lifting children out of poverty.
- If our organization submitted financials with our year-end report, will we need to re-submit that information?
Yes, please submit all recent financials with the LOI. This provides consistency and ensures we have your most recent documents.

- Can our organization still apply for funding if we serve both low-income and higher-income children?

Yes, the proposed program can serve children across the income spectrum. However, the UWNWA will only provide funds supporting children living in poverty. For example, if 60% of the children served were low-income, no more than 60% of the program funds would be eligible for consideration.

- Are common measures required in the LOI process?

Common measures will be included in the next phase of the funding cycle during the grant application process.

Expectations of Grantees

- What activities will grantees be required to participate in?

Grantees will be required to submit mid-year and year-end report, and we encourage grantees to attend the United Together meetings.

- Will there be blackout periods for campaigning?

There may be blackout periods, but the details are still being determined by the Resource Development Team. More information will be released during the grant application phase of the funding process.

Partnerships – Coordination and Collaborations

- If submitting as a collaboration, who should apply?

We encourage the fiscal agent to submit an LOI.

- If submitting as a collaboration, does the Memorandum of Understanding (MOU) have to be signed and in place before moving forward in the LOI process?

The MOU is not required to move forward, but will be required should you receive funding.

- If my organization has an MOU in place, do we need to submit as a collaboration?

We encourage you to submit as a collaboration if funding will be distributed among some or all of the collaborating partners. If you are submitting for funding for only your own organization, you do not need to submit as a collaboration.

- If our organization has a strong partnership with no money is exchanged, is that considered a collaboration?

Partnerships can be viewed on a continuum. Please refer to the worksheet or LOI presentation for more information on coordination and collaborations.

- My organization does not have five partners associated with the program. How should we complete the partnership section?

We encourage you to submit partners associated with the program. If you do not have five partners, please list other partnerships that benefit your organization as a whole.

Evidence-based Research

- What format should be used for the citation?

Any citation format is acceptable. At a minimum, please provide the title of the research, date and the author(s).

Stewardship Review

- What are the next steps if our organization does not pass the Stewardship Review?
A member of the Community Impact Team will be in contact to discuss next steps. Final decisions are determined by the Financial Review Team, which is composed of volunteer financial professionals led by an UWNWA board member.

Volunteer Community Impact Grant Panels

- How many panelists will serve in each funding priority area?
Our goal is to have 3 to 5 volunteers per funding focus grant panel.
- What is the criteria for serving on the CLIP Grant Panels?
CLIP Grant Panels are comprised of community volunteers with the interests, knowledge, and skill sets associated with the funding priority area they are assigned. To avoid conflicts of interest, we will not accept volunteers who are officers, board members or staff connected to organizations that are applying for funding.
- How does the rating and ranking process work?
The ranking methodology is outlined in the LOI training presentation and is available as a link on the United Way website.
- When do expect the estimated amounts of funding per focus area to be finalized?
Most of our work place giving campaigns will be wrapping up in February. We can estimate the amounts available by funding focus area at the start of the grant application phase in mid-March.
- What is a reasonable dollar amount requested?
There is no recommended amount. The UWNWA desires to make investments of substance. We have limited funding which will guide the amount of investments that can be made.
- Can I request an amount the first year and a different amount the 2nd year?
Yes, you can request different amounts. We recognize that some program requests may include a planning or ramp up costs, which may alter the amounts requested for each year.
- Is there any flexibility in adjusting the distribution of amounts across funding areas?
The ultimate recommendations will be determined by the Community Impact Grant Panel volunteers. If the funds in one priority area are not fully allocated, the grant panel volunteers will determine where to allocate those funds.