

WARREN COUNTY UNITED WAY ALLOCATION COMMITTEE MEMBERS ROLE OF ALLOCATION COMMITTEE

Partner Agency Membership:

The Allocation Committee, through a Citizen Review process, carefully reviews all letters of intent to apply to be a Partner Agency, researches the duplication and / or gap in services intended; processes full budget applications, and makes their recommendations to the Board of Directors for final approval. The committee extends careful consideration to each request for membership and several factors will influence their recommendations such as programs already provided by current Partner Agencies, the number of citizens that the proposed program will influence, and most importantly, the current funding commitments and capabilities of our United Way. When an agency satisfies all application procedures and the Board of Directors approves the recommendations of the Allocation Committee, membership is granted on a Grantee status for a 12-month period before consideration is made for full Partner Agency status.

The Allocation Committee makes recommendations for funding in four concentrated areas of focus. These areas of focus build a strong community with programs that address health and wellness conditions that enhance healthy life-styles in the community, support families and individuals working to change their lives, helps children and youth reach their individual potential, and provide short-term solutions for the basic needs and other essentials for living. The four areas of focus are:

- Providing Basic Needs
- Fostering Health and Wellness
- Supporting Families and Individuals
- Nurturing Children and Youth

Annual Partner Agency Evaluations:

With information obtained during on-site visits and assessments of financial documentation, the committee members ascertain the realistic financial needs of each program. This information qualifies the Allocation committee members to determine the appropriate and equitable allocation award recommendations for the Board of Directors.

The process / steps of Partner Agency evaluations are as follows:

- One of the first things that the Allocation Committee member will learn is which Focus Group he/she will be assigned.

- During the initial meeting of the full Allocation Committee, members of each focus group will select the United Way partner agencies that he/she agrees to visit with another team member during the next 2 months.
- After the visits are complete, the two member teams will report, on a standardized evaluation form, information and impressions obtained during their agency visits. The evaluation forms are shared with all members of the Focus Group and a meeting is held to exchange this information.
- After the budget proposals are received and distributed to the Allocation Committee, Presentation Meetings are conducted giving agency representatives the opportunity to give an oral presentation of their proposals and to answer any specific questions the committee may have.
- After all presentations are made, a full Allocation Meeting is held; each Focus Group breaks out into a sub-meeting where they will decide on the award recommended for each agency within their group. The full committee will reconvene and present their recommendations. The committee will vote on the amounts presented, make necessary adjustments of the recommendations to balance with available campaign dollars, and document the recommendations to be presented to the Warren County United Way Board of Directors for final approval.

Special Meetings:

On occasion, when circumstances or situations arise that require action, members of the Allocation Committee Focus Groups may be called on to make recommendations to the Board of Directors. Requests for Emergency Funds, increases or decreases of currently supported programs, unmet stipulation deadlines, and agency management issues are a few examples of circumstances that would warrant input from Focus Group members.

In summary, it is important that the Allocation Committee members be fair and impartial in the analysis of their assigned agencies, and treat the agency as objectively as possible. In addition, the members shall refrain from acting as the agency's advocate but rather as a non-partial fact finder.