

FREQUENTLY ASKED QUESTIONS

Application Process

- **What is the application deadline? Are there any exceptions given?**

The deadline for **Basic Needs, Income, Health, and Homelessness** applications are due by **Thursday April 28, 2011, 2 p.m.**

The **deadline date** for program(s) under **Education** is: **Thursday May 5, 2011, 2 p. m.**

- **Where can I obtain a list of agencies that are currently funded through the Impact Fund?**
To see a list of Grantee Partners, please visit our website at <http://www.unitedwayatlanta.org/WorkplaceCampaign/Pages/SPECIFICCAREGRANTEES.aspx>
- **How much can I apply for?**
All returning applicants must apply for a minimum of \$25,000. There is no maximum amount to request.
- **How many new programs can I apply for funding? Is there a limit to the number of new programs?**
There are **no** applications for **new** programs this year.
- **I have lost my password, who do I contact to get my agency password?**
At the login screen click "Forgot password", and an email reminder will be sent to your Executive Director's email address. **OR** you can send an email to Grantee@unitedwayatlanta.org and you will receive a response within 48 hours (during normal business hours).
- **What does it mean when the application asks for Anticipated \$ for each County in Next Fiscal Year in section 5? Where do we come up with those dollar amounts?**

It is simply an estimate based on your past knowledge of what amount it takes for you to run your program(s), if you have more than one program in other counties you would enter the estimated amount for the program in that county.

- **I have two United Way fields for Income - UWMA Impact Fund and UWMA Initiative Funding. Does our grant funding go into the Impact Fund field along with the Specific Care funding? What falls into the Initiative Funding category?**

Community Impact Funds – are the funds to invest in programs related to United Way's specific goals and strategies. These funds are not designated by the donor to a specific agency or initiative. They should not be combined with Specific Care dollars.

Specific Care – is designated by donors to specific grantee organizations. There should be a separate field for your organization to report that amount. These funds **should not** be included in your Community Impact Fund dollar amount (the detailed breakout is contained in the Grant Agreement that you received back in July of 2010.)

Initiatives – are targeted grants to support important work in our communities. These funds should not be included with the Community Impact Fund amount.

- **Will there be training offered this year (to provide clarification on Community Goals and Focus Areas related to applications/program issues)?**

Yes, Technical Assistance session dates are posted on the United Way website with a link to register for the session of your choice. Listed below are the dates & locations:

EDUCATION training session dates:

Wed., April 6, 8:30 a.m. – 12:30 p.m., United Way, Edgewood Office
 Wed., April 13, 1 p.m. – 5 p.m., United Way, Edgewood Office
 Mon., April 18, 8:30 a.m. – 12:30 p.m., Goodwill of North Georgia, Decatur

HEALTH training session dates:

Mon., April 4, 8:30 a.m. – 12:30 p.m., Goodwill of North Georgia, Decatur
 Wed., April 6, 1 p.m. – 5 p.m., United Way, Edgewood Office

HOMELESSNESS training session dates:

Wed., April 13, 8:30 a.m. – 12:30 p.m., United Way, Edgewood Office
 Mon., April 18, 8:30 a.m. – 12:30 p.m., Goodwill of North Georgia, Decatur

INCOME training session dates:

Thurs., April 7, 12:30 p.m. – 4:30 p.m., United Way, Edgewood Office

BASIC NEEDS training session dates:

Thurs., April 7, 2 p.m. – 3:30 p.m., United Way Edgewood Office
 Tues., April 12, 10 a.m. – 11:30 a.m., United Way Edgewood Office

ODM Trainings

Tue., April 5, 9 a.m. – 11 a.m., Goodwill of North Georgia, Decatur
 Mon., April 11, 9 a.m. – 11 a.m., Goodwill of North Georgia, Decatur
 Thurs., April 14, 9 a.m. – 11 a.m., Goodwill of North Georgia, Decatur
 Mon., April 18, 9 a.m. – 11 a.m., Goodwill of North Georgia, Decatur

- **Where do I sign up for training sessions for the 2011-2012 Community Impact grants?**

Go to the **United Way website** at unitedwayatlanta.org

Go to **Our Work**, then to **Investment Process**

Click where you see the words: [Click here to register for grantee trainings](#)

- **Will there be a "draft period" (with United Way staff providing feedback on our applications prior to final submissions)?**

No, we will not conduct the draft application for programs this year. If you have questions we strongly encourage you to send your questions to Grantee@unitedwayatlanta.org via email.

- **What if I have questions during the application process?**

If you have questions regarding the application, please email Grantee@unitedwayatlanta.org. Please allow 48 hours response time. The frequently asked questions page will be updated periodically and available on the website, so please visit www.unitedwayatlanta.org. The cut-off day to ask questions about Income, Health, Homelessness and Basic needs applications is **April 25, 2011, 4 p.m.** Questions about the Education application may be asked until **May 2, 2011 at 4 p.m.**

- **Will there be site visits this year?**

Yes. Volunteers will review each program on site in May and June. Please be on the lookout for information about the date and time of your site visit.

- **When will I know if my program has been approved for funding?**
All programs will be notified of 2011-12 grant status **by July 22, 2011**, by letter and email.
- **What does it mean if my program has a contingency?**
Contingencies are defined as serious issues/concerns about one or more of the programs, or about the organization's capacity that are to be resolved to United Way's satisfaction either before funding begins or during the course of the funding year, before additional funding requests are considered. Contingencies may be issued at any point during the grant period. This information can be found in Appendix A of your grant agreement.
- **Where can I locate the strategy guidance documents for my impact area?**
It is important for all applicants to read the relevant strategy guidance letters. Letters can be found on the United Way website. Go to the **United Way website** at unitedwayatlanta.org
Go to **Our Work**, then to **Investment Process**. You will see each request for proposals (RFP) in PDF format for your review.
- **Are we able to apply under more than one strategy area (i.e. Primary Health and Home-Based Support?)**
No. You are only eligible to apply for the program(s) that were funded last year. If you had one program that was funded under people at risk, you may apply for that one program under health this year. You may switch strategies within the health focus area if you see a better fit, but we are not taking any new program applications or splitting programs into two strategies.
- **Within each strategy, are we able to apply under more than one path (i.e. under Home Based Support, can we apply under medical care and skills maintenance?)**
Yes, if you were to apply under home based support, and you can provide measurement on more than one path. You will have to report on both of those paths if funded.
- **If I don't collect participant demographics in the same way as United Way, what do I do?**
If you do not collect demographic information in the same way as United Way, please explain (*explanation space is provided on the application in Section 6, question 4*) by what categories you collect the data, for example: United Way collects data on children birth-5 years of age, your agency collects data for children birth-4 years of age. If you do not collect the demographic information at all, please explain how you plan to collect this data for the upcoming year.
- **Where can I find the most recent Poverty Guidelines?**
The most recent chart can be found on the United States Department of Health & Human Services website. The link is: <http://aspe.os.dhhs.gov/poverty/08poverty.shtml>

Online Application

- **How do I access the Online Application?**
If you do not have the ODM link saved in your favorites as suggested in past application processes, you can access the application and details regarding this 2011-2012 process on the United Way website at unitedwayatlanta.org
Go to **Our Work**, then to **Investment Process**
You will see a link: **To access the ODM**
- **What is ODM and where can I find the Online Data Manager (ODM) Application instructions?**

The ODM is the **Online Database Manager** system used to allow users to fill out the application form via the web. ODM instructions are available on the Dashboard within ODM after you login and can be found on our website unitedwayatlanta.org
Go to: **Our Work**, then to **Investment Process**.
You will see a link: **access** ODM instructions

If you have any questions not addressed in the ODM instructions, send an email to Grantee@unitedwayatlanta.org. The cut-off day for questions to be sent to United Way via email for Income, Health, Homelessness and Basic needs applications is **April 25, 2011 at 4 p.m.** Questions about the Education application must be asked by **May 2, 2011 at 4 p.m.**

- **How do I disable the pop up blocker?**

Instructions on how to disable pop-up blockers can be found in the ODM Instruction manual. ODM uses pop-up windows to save, print multiple forms, look-up address information by zip code, check for duplicate primary records, and other functions. There are various types of pop-up blockers out there, depending on the Internet browser you use, but if you have Microsoft Internet Explorer or Mozilla Firefox you can usually disable pop-up blockers in the bottom, right-hand corner window, which will indicate when a pop-up is being blocked. .

- **It is 2 min. after the deadline time, I was able to SAVE my data in the form, but why can't I open it now?**

ODM will lock on the given deadline date and time. Users that wait **1hr or 10 min. before the deadline date** to access and fill out a form will run into problems when trying to **SAVE** especially if trying to re-open it after **saving** 1 min **after** the deadline has past. So, please keep this in mind when preparing to access and fill out forms too close to the deadline date and time. Also, please remember **not** to leave a form open for an **extended period of time**. The form will not be able to save after it has been left open for an hour or more. ODM will time out after approximately 1 hour.

- **I SAVED my form but it has disappeared.**

You must be sure that you use the **SAVE** button **provided within the form, do not** go to the tool bar and select file/save. Make sure the computer being used has been **properly set-up** to view the database **prior to trying to complete forms in ODM**. (see **Computer set-up to Access ODM instructions on website**)

- **How do I print out the application to reflect the way it appears when I view it online?**

In Print Manager print the **HTML** version of the application.

- **I would like to view my applications from last year. Where can they be found?**

Once you are inside of your agency folder in ODM, you will see a gray button labeled:

[Program Application 2010](#) – contains your application from the 2010-2011 Impact Fund Investment. (each will show you the program(s) listed if an agency has multiple programs). Click directly on the button. You will now see a **collapsed list** of your programs.

To open and view, click directly on the Program Name.

Click directly on the Program Application that you want to open. Select **Print** and follow the Print Manager prompts to print your application form. Go to the Navigation Menu to **Logout**.

- **I would like to view the target numbers I agreed to meet for the programs contained in my 2010-11 Grantee Agreement. Where can they be found?**

Inside of your agency folder in ODM, you will see a gray button labeled:

[Program Grant Decisions](#) – the form where agencies view their funding decisions and confirmed target numbers for the 2010-2011 Grant Agreement contract.

- **My application is complete. How do I submit my application?**

At the bottom of each Program Application is a Draft or Final **status**. **Select Final after you have** completed the application form in its entirety. Scroll up and click the **SAVE** button in the upper-right hand corner of form. Close the form. If you have more than one program, repeat for each form.

When you are ready to **Submit** your entire group of Program and Agency Management forms, click the **Agency Profile** button, click directly on the: **Your Central Agency Info Sheet** form. Select **Submit** in the drop-down at the top of the form. Scroll up to the top of form; click **SAVE** in the upper-right hand corner of form. **CLOSE** the form. Go to the **Navigation Menu** to **Logout**.

- **Will I receive a confirmation once I've submitted my application?**

Yes, when your Executive Director selects **Submit** on the Your Central Agency Info Sheet, a confirmation email will be sent to his or her email address stating that we have been notified of the submission status of the application. If you have any questions, send an email to grantee@unitedwayatlanta.org.

Financial Requirements

- **When are financial materials due, and to whom should they be sent?**

Financials are should be submitted via mail by the application deadline. The Form 941 shows the amount of payroll taxes paid for a given quarter and confirms the agency is current on paying their payroll taxes to the federal government. This is the only required financial document due by the application deadlines. Health, Homelessness and Basic needs applications on **April 25, 2011**. Education applications are due by **May 2, 2011**.

If you have any questions, or want to mail your financials, please send to:

Community Engagement Department c/o Gail Conyers
100 Edgewood Ave. N.E.
Suite 200
Atlanta, GA 30303

- **Why is United Way interested in my organization's federal payroll taxes?**

United Way would like to ensure that all grantees are current with paying their pay role taxes to the federal government.

- **What if my organization is not current with its registration with the Secretary of State?**

All United Way Grantees must be currently registered in order to qualify for funding through the Community Impact Fund. Please note that this is an annual registration that must be maintained.

Outcome Measurement

- **In the Indicator section, it asks what percentage of your total anticipated participants are being tracked by this indicator, what does that mean?**

Example: A program serves 220 girls through three locations. This is the first year they are doing the program at site X and will not have the leadership component there. There are approximately 40 girls at that site. Girls at the other two sites will participate in the leadership component and take the annual leadership and satisfaction survey. Therefore 80% (180 girls) of participants will be tracked by the indicator.

- **There are questions asking to provide the target numbers for this indicator and target percentages for this indicator what does this mean?**

Continuing from the example given above, of the 180 participants how many of that number does the program think will ultimately meet the indicator by taking on leadership roles in youth led activities. Perhaps the program thinks that 75% of the 180 will. Therefore, the target number is 135 and the target percent is 75.

- **What is the Data Integrity Policy?**

United Way is committed to good stewardship of contributions and to reporting measurable community change. This requires that data be collected and communicated accurately. The Data Integrity Policy outlines our expectations, policies and procedures for ensuring accuracy and integrity of information collected from grantees.

- **How do I identify the appropriate initial, intermediate and long-term indicators?**

Section D within each specific Strategy Guidance Letter identifies each United Way indicator as initial, intermediate and long-term. The same format is used in the online application.

If your question is specific to Focus Area content, please indicate the category in the subject line of your email. Categories are:

Basic Needs

Education

Health

Homelessness

Income

If your question is ***specific to the online application*** and you have trouble navigating forms and saving your data, **enter ODM in the subject line.** Send all emails to Grantee@unitedwayatlanta.org.