



## Callaway County United Way (CCUW)

### Agency Crisis Fund

The Callaway County United Way invites CCUW funded agencies to submit applications for crisis funding.

#### **Why did the Callaway County United Way set up the Agency Crisis Fund?**

The Callaway County United Way initiated an Agency Crisis Fund to provide immediate relief to agencies during 2014 which are stressed by dwindling resources and increased needs that are a result of current economic conditions. Thirteen nonprofit organizations currently receive annual funding from the CCUW to supplement their ability to provide direct services that benefit all ages, from children to the elderly in Callaway County.

#### **Who will be eligible to apply?**

Callaway County United Way agencies are eligible to apply. Applicants must prove that they are experiencing a financial shortfall due to state or federal cutbacks or decreased local support which hinders their ability to provide needed services to Callawegians. Applicants must be able to prove that the need for the program or service they provide has increased. The agency must also be able to provide documentation and file a report, in a timely manner, after receiving an Agency Crisis Fund grant.

#### **Funding applications will be considered using the following criteria:**

- Applicants must be a CCUW funded agency during the current fiscal year
- Agency has demonstrated capability to serve clients effectively and to collect unduplicated client data
- Agency must clearly describe the increased need for client services due to an economic downturn and increasing numbers of **NEW** clients.
- Agency has capacity to serve an increased number of clients.
- Application includes an authorized signature.

#### **Are any costs ineligible?**

The fund will NOT support:

- Personnel
- Administrative and overhead costs, including an agency's utility costs
- Capital projects or equipment
- New programs (*for new programs apply for a CCUW Community grant*)
- Program expansions (unless those expansions can be directly linked to an increased demand as a result of the economy.)

### **What size awards will be made?**

Grants of be up to \$1,000 will be awarded - once annually per agency. The CCUW Board reserved the right to grant higher amounts.

### **How do agencies apply?**

Complete a CCUW Agency Crisis Fund Application (can be found at [www.CallawayUnitedWay.com](http://www.CallawayUnitedWay.com) by clicking on the Agency Crisis Fund link)

Agencies can scan and email a copy of the completed signed application, fax a copy or mail a hard copy to:

Callaway County United Way  
Agency Crisis Committee  
P.O. Box 793  
Fulton, MO 65251  
Fax: 573-642-0080

### **When are applications due?**

The Agency Crisis Fund Committee will meet within 7 days after an application is submitted.

A follow-up report must be submitted no later than 8 weeks after receiving funds. You will not receive a reminder of this requirement other than stated in the grant letter.

All recipient agencies have to report how many unduplicated clients were served through the Agency Crisis Fund grant, of these how many were NEW clients and how many unduplicated clients your agency served through Agency Crisis Funds.

### **What are “unduplicated clients” and how do I count them?**

Each individual or family served should be counted only once, regardless of how many times they received assistance from the Agency Crisis Fund resources during the grant period. For example, your agency receives a grant starting on April 1st - Ms. Jones comes in the first week and receives a food for her family, and the next week she comes back and receives assistance for a utility bill. Mrs. Brown is counted only once.

One way to keep track of unduplicated clients is to ask each client to fill out a form or a sign in sheet when they come in for services. You can compare the sheets to find out if clients received services only once or multiple times. The Follow-Up Report requires that you report on the number of unduplicated clients you served with that grant and how many NEW clients you saw during that period. Client forms can also be used to collect this information. (If you receive multiple grants from the Agency Crisis Fund in a calendar year, a client can be re-counted if they are served within a different grant cycle.)

## **What reports are required?**

Agencies receiving grants from the Agency Crisis Fund are required to complete a Follow-Up Report at the end of the grant period (no later than 90 days after receiving funding); the form can be found at this end of this document. Report deadlines will be included in the grant award letter.

## **Who can I contact if I have other questions?**

If you have any questions, please call **Kathy Richey Liddle at 573-642-0536** or email: [Director@CallawayUnitedWay.com](mailto:Director@CallawayUnitedWay.com)

Approved by the CCUW Board: November 12, 2013



**CALLAWAY COUNTY UNITED WAY**  
**Agency Crisis Fund**  
Agency Application

Date Submitted:  
\_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name: (please print) \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ IRS EIN Number: \_\_\_\_\_

The maximum grant size to be awarded is \$1,000 Amount requested \$ \_\_\_\_\_

*Agency Crisis Fund Grant Applications to be submitted as needed. Agency Crisis funding is limited to a total of \$5,000 during 2014. Grants up to \$1,000 will be awarded - once annually per agency. The CCUW Board reserved the right to grant higher amounts if needed.*

***I certify that the information contained here is true and correct, and that any funding received as a result of this application will be utilized in a manner that is consistent with the proposed purposes of the projects and/or programs described. I understand that at any time, the Callaway County United Way may request documentation related to any grant received, including verification of unduplicated clients and expenditures.***

1. Will Agency Crisis Funding benefit Callaway County residents?  Yes  No

2. What are you requesting Agency Crisis Funds for?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Has the clientele your organization serves changed as a result of the current economic downturn? If so, please describe.**

---

---

---

---

**4. Please summarize the specific need for funds requested from the Agency Crisis Fund. Specify how and to what degree the demand for the programs and services you provide has increased.**

---

---

---

---

**5. Please complete the following statement:**

With a grant of \$\_\_\_\_\_ our organization will be able to serve an additional \_\_\_\_\_ individuals per \_\_\_\_\_.  
(timeframe) (number)

**6. a. Has your agency received Agency Crisis Funds in the past?**  YES  NO

**b. If so, when did your agency receive Agency Crisis Funds?**

---

**Scan and email a copy of the completed signed application, fax a copy or mail a hard copy to:**

Callaway County United Way  
Agency Crisis Committee  
P.O. Box 793  
Fulton, MO 65251  
Email: [Director@CallawayUnitedWay.com](mailto:Director@CallawayUnitedWay.com)  
Fax: 573-642-0080

**For questions, please contact:** Kathy Richey Liddle Phone: 573-642-0536 or by email to

[Director@CallawayUnitedWay.com](mailto:Director@CallawayUnitedWay.com)

---

**For United Way office use ONLY:**

Date Received \_\_\_\_\_ Date Committee Reviewed \_\_\_\_\_  
Grant Awarded \_\_\_\_\_ Amount of grant is awarded \_\_\_\_\_

Number of applications previously submitted \_\_\_\_\_  
Number of grants awarded: \_\_\_\_\_  
Dates of previous awards: \_\_\_\_\_  
Follow-up Reports received in timely manner? \_\_\_\_\_  
Dates of previous Follow-up Reports: \_\_\_\_\_  
Total amount awarded through Agency Crisis Fund: \_\_\_\_\_

Notes:

---

---

---

---

---

---

Approved by CCUW Board: November 12, 2013



**3. Please provide the total numbers of unduplicated clients served with funds provided by the Agency Crisis Fund grant. *Please indicate if the numbers given represent a family or one person.***

**4. Please attach some “success stories” about individuals or families assisted through the Agency Crisis Fund grant your agency received.**

Scan and email a copy of the completed follow up report, fax a copy or mail a hard copy to:

Callaway County United Way

Agency Crisis Committee

P.O. Box 793

Fulton, MO 65251

Email: [Director@CallawayUnitedWay.com](mailto:Director@CallawayUnitedWay.com)

Fax: 573-642-0080

Questions should be directed to Kathy Richey Liddle at (573) 642-0536 or email [Director@CallawayUnitedWay.com](mailto:Director@CallawayUnitedWay.com).

Approved by CCUW Board: November 12, 2013