

Bartlesville Regional United Way Venture Grant Policy and Procedures

It is the goal and purpose of the Bartlesville Regional United Way through the Venture Grant Committee to award, as well as distribute, competitive, merit-based grants from the available pool of funds to qualifying entities that meet the general guidelines according to the criteria set forth in this document.

The grants will be awarded annually and administered through a standing committee of the Bartlesville Regional United Way. The amount of the grants will be determined annually by the BRUW Board of directors at their fourth quarter meeting in December.

Mission Statement

The goal of the Venture Grant process is to meet the critical needs and improve the quality of life throughout the Bartlesville Regional United Way service area by inspiring and uniting its residents. Further it is a goal to be proactive in addressing unmet human service critical needs, and in addressing ways of preventing social problems.

General Provisions:

- Grants will be awarded on a competitive and merit basis to those 501-c-3 entities and organizations that demonstrate a solid programmatic plan for meeting an unmet human service need of the people of Washington, Nowata, and/or Osage counties. A call for applications will be announced in January by the President of the Bartlesville Regional United Way. Qualifying entities must file a written request and application with the Venture Grant Committee via the Bartlesville Regional United Way on or before the March 17th of each year. The disbursement of awarded grants will be announced in May at the annual meeting and begin on July 1 of the same year of application.

Grants will be disbursed either incrementally or by lump sum at the discretion of the Venture Grant Committee.

- No grants will be provided for sectarian religious purposes, non-human services, athletic teams, events, school activities to which school credit is earned, political activities, building and land improvements, or to fund prior year deficits.
- Grants will not be awarded for general operational expenses, or to further fund programs already funded by the Bartlesville Regional United Way allocation process.
- The organization submitting the grant proposal must have a proven record of successfully serving the needs of the people of the BRUW service area.
- Grants will be awarded on a one-year cycle. Awards must be used within three hundred sixty-five (365) days following the award. Furthermore, if the grant funds are not expended by the end of a fiscal year, the applicant may apply for an extension which may be granted by the Venture Grant Committee for up six additional months. After such time, any and all unexpended funds must be immediately returned to the Venture Grant Committee for redeposit in the United Way Venture Grant Fund along with a detailed explanation of why the funds were not used.
- It should not be presumed that any applicant will be awarded a grant on an annual basis, nor should the availability of these grants be considered an annual part of the applicant's budget.
- Organizations may receive grants for a maximum of two consecutive years. The Venture Grant Committee has the option, but neither the duty nor responsibility to grant requests for more than one year in duration, provided funds are available in the subsequent year. In cases where an award is

made to the same organization for two consecutive years, the organization is not eligible to submit another application for one full year following the completion of their last successful award.

- Grant amounts will derive from the pool of funds created and available from the BRUW Venture Grant Fund for any given fiscal year. No awards will be made if funding is not available nor any grants are disbursed based on speculation of future funds.
- Grants will be awarded based on a fully developed proposal geared toward meeting the critical needs of the people of the BRUW service area. Priority will be given to those organizations that can provide documentation from past initiatives that clearly demonstrate success of a program linked to a well-developed purpose, mission and action plan.
- Organizations, as a provision of accepting grant monies, must provide a Grant Summary Report to the Venture Grant Committee demonstrating that the funds were used for their intended purpose.

The Grant Summary Report must include the following:

- The number of people receiving services as a result of the grant award.
 - An itemized list of expenditures funded by the grant award.
 - Copies of any public advertising associated by the grant award.
- The Venture Grant Committee shall have, at its discretion, the authority to withhold part or all of the total monies available for annual awards should the Venture Grant Committee feel that insufficient and/or credible agencies have made request for funding. Should any or all funds be left at the conclusion of any given fiscal year, the Venture Grant Committee shall rollover (move forward) any and all remaining proceeds to the following fiscal year for the same express purpose of granting considerations.
 - The Venture Grant Committee shall be the review and awards panel for the Bartlesville Regional United Way. The Venture Grant Committee shall consist of a thirteen (13)-member panel representing various groups from the greater community, with a maximum of six (6) members seated as a result of their affiliation with the Fund Distribution Committee of the Bartlesville Regional United Way. In addition, the Executive Director of the Bartlesville Regional United Way shall sit as a non-voting member of this committee.
 - The Venture Grant Committee will be formed by a chair appointed by the Executive Committee of the Bartlesville Regional United Way. The BRUW Executive Director shall not be a voting member of the committee. All other members of the panel shall have full voting rights on the committee and as such the one person, one-vote rule shall apply.
 - Vacancies shall be filled by the Venture Grant Committee chair, with the approval of the Bartlesville Regional United Way, such that the balance of membership is maintained as described above.
 - Term limits for each person on the panel shall be established and will be on a rotational basis. No more than a third of the committee will have terms expiring during the same year, for the express purpose of maintaining the continuity of the committee.
 - If a Venture Grant Committee panelist is a member of (including but not limited to a board member or a member of a family associated with) a grant applicant

organization, then the member must abstain from voting on any and all matters pertaining to the grant application or other related business associated with that organization.

- Grant recipients shall publicly acknowledge program support through all reasonable mediums and vehicles as a stipulation of accepting the award. The following is the preferred language for press statements: **“This project was made possible in part through funding from the Bartlesville Regional United Way Venture Grant Program. “**

Application Process:

Venture Grant applications will be available to the public beginning February 1st of each year. Applications may be downloaded online at www.bartlesvilleuw.org/venturegrants or are available for pickup at the United Way office: 501 S. Johnstone, Ste. 550, Bartlesville, OK 74003, 8:00 a.m. to 5:00 p.m., Monday-Friday.

All Venture Grant applications must be submitted by 5:00 p.m., March 17th.

Grant requests should not exceed \$10,000 and the requested amount can be no more than 50% of the total project budget.

Grant recipients will be announced at the Bartlesville Regional United Way annual meeting at the Bartlesville Community Center.

Venture Grants will be awarded to agencies creatively addressing targeted areas and unmet needs that currently exist within the BRUW service area. Those targeted areas and needs include, but are not limited to, the areas and unmet needs identified in the 2005 BRUW Community Profile and Focus Group Summary, which include:

Nurturing Children and Youth:

- a. Teens/Dropout Prevention
- b. Bullying
- c. Youth Development Programs for Teens (12-18)
- d. Affordable, quality child care

Strengthening Families:

Mental Health

- a. Short-term Counseling
- b. Gatekeeper for mental health referral

Household Maintenance

Fostering Health/Wellness:

- a. Access to health care for chronic illness
- b. Mental health

Promoting Independence and Self-Sufficiency:

- a. Transportation
- b. Transitional Housing
- c. Affordable Childcare
- d. Utility Assistance