

# 2026 FUNDING APPLICATION WORKSHOP

Learn & get tips on submitting your funding application, as well as how to determine whether you are eligible for funding.



# WELCOME

- Please drop your name and agency name in the chat, so we know who to address throughout the workshop.
- Please remain muted to prevent delays and/or interruptions.
- Use the Q & A chat function to submit any questions through the workshop. We will pause periodically to answer any questions you may have.
- If we run out of time at the end to address questions, we will follow up after the session as needed.
- A copy of the presentation and a compilation of all questions submitted/the responses will be provided via email as soon as possible.
- If you have questions related to the materials we are addressing today, please send an email to UWGCM Program Director, Greta Silvertooth at [gretas@uwgcm.org](mailto:gretas@uwgcm.org).

# AGENDA

- Community Impact Process & Timeline
- Eligibility Requirements
- Financial Review Criteria
- How to Make Changes to Application
- United Way Funding
- Funding Acceptance
- UWGCM Quarterly Reporting
- Overview of Funding Application
- Questions and Answers
- Closing



# COMMUNITY IMPACT PROCESS

The Community Impact Process is the cornerstone of United Way Galveston County Mainland's (UWGCM) accountability to the community and our donors.

This process allows local volunteers to determine how best to address community needs with locally raised funds. The volunteers involved commit hundreds of hours to assess applications and make funding recommendations to the UWGCM Board of Directors.

United Way Galveston County Mainland annually invests into programs and initiatives advancing the common good in the areas of health, education and financial stability; the three key pillars to the United Way's Community Impact Model.

UWGCM's Community Impact Committee leads the process where teams of community leaders, volunteers, and donors consider program funding requests. This process includes a thorough application review and agency interviews. The process gathers information on the measurable impact of each program and the best return on investment for UWGCM donor dollars.

UWGCM staff manages and oversees this process and provides input but is not involved in any funding recommendation decisions.

# OVERVIEW OF PROCESS

There are four general steps in the Community Impact Process:

- Community Impact Funding Application Submission and Financial Review
- Face-to-Face Interviews
- Funding Recommendation by Community Impact Committee
- Funding Decision by UWGCM Board of Directors

The process begins with applicants submitting the Community Impact Funding Application. This application will include both questions related to programming and services provided to clients as well as documentation required as part of UWGCM's requirements. Each application will be evaluated by UWGCM staff and community volunteers. Applications that pass the Financial Review will be notified and ask to attend the face-to-face interviews which are presented to the Community Impact Committee.

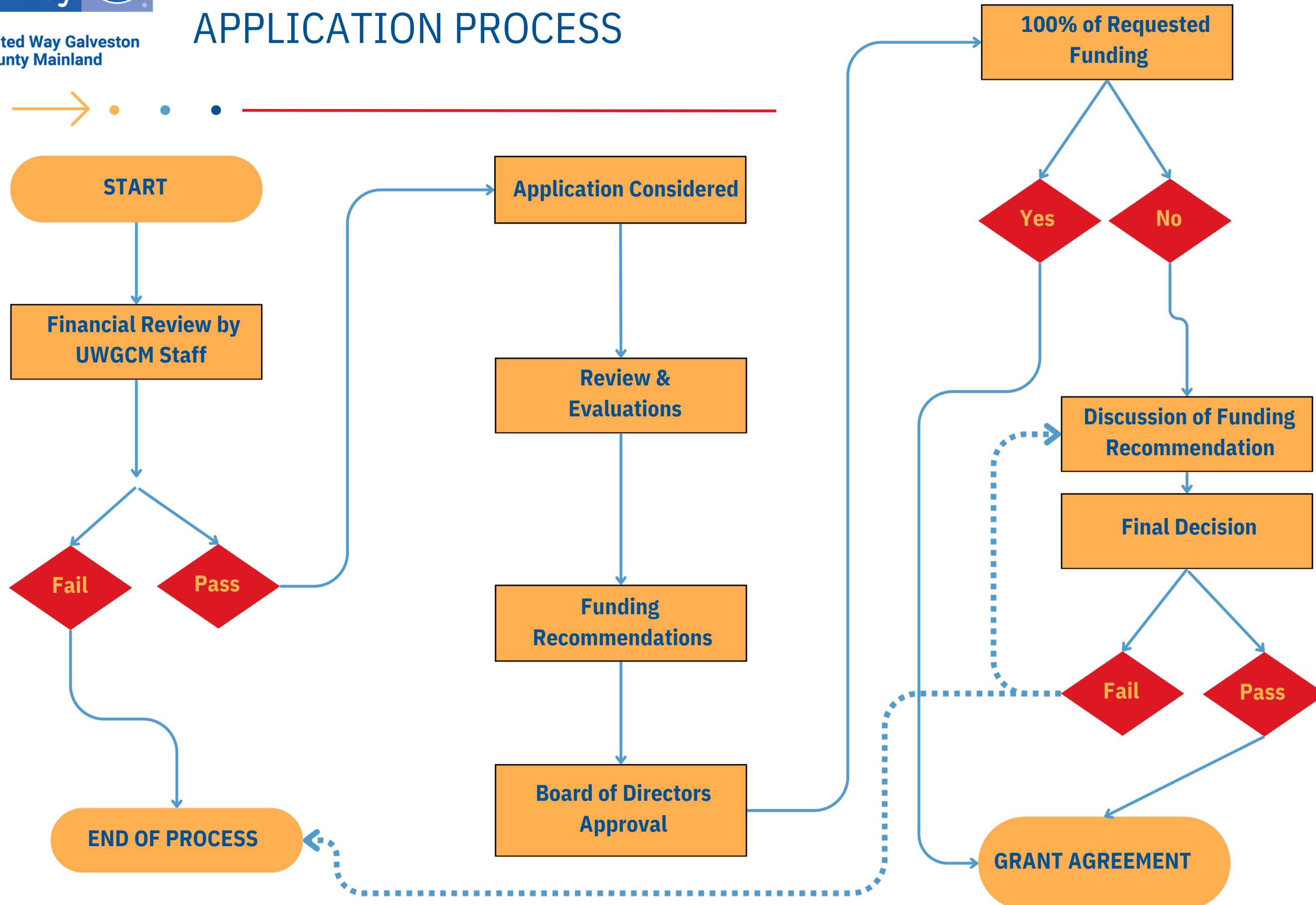
All applicants are evaluated using standardized tools that measure the relative strength of both the application and face-to-face interview. Successful applications will demonstrate an ability to achieve client success in the priority area identified by UWGCM.

Final funding decisions are final and cannot be appealed.



United Way Galveston  
County Mainland

# FY26 Community Impact APPLICATION PROCESS

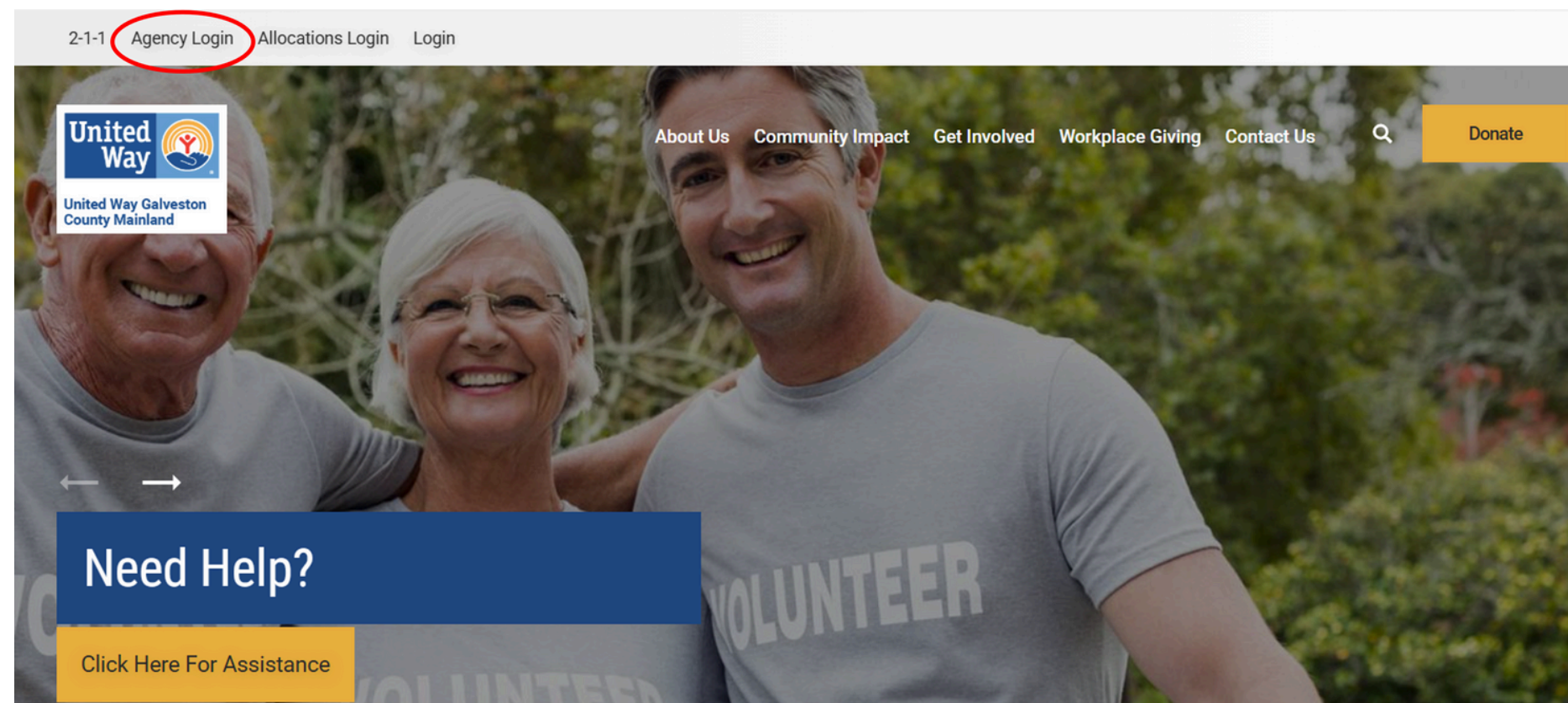


# ACCESS TO FUNDING PORTAL

The Community Impact Funding Application must be submitted through e-Cimpact, our online application system. All applicants must register online and create an account in order to submit their application.

**Note: Printed applications ARE NOT REQUIRED NOR ACCEPTED**

- **[www.uwgcm.org](http://www.uwgcm.org)** - Top Left Corner - Click on “Agency Login”



- **<https://agency.e-cimpact.com/login.aspx?org=46829F>**

If you do not see “United Way Galveston County Mainland” on the landing page, you are not on the correct page.



# TIMELINE OF APPLICATION CYCLE

**Late applications will not be accepted.**

## 2026 FUNDING APPLICATION TIMELINE

Funding Cycle Workshops	Tuesday, March 4 <sup>th</sup> , 2025 9 am – 11am Friday, March 21 <sup>st</sup> , 2025 9 am – 11am
Application Opens	Tuesday, February 11, 2025
Application Closes	Monday, April 14 <sup>th</sup> , 2025 2 pm
Face-to-Face Interviews	Week of May 5 <sup>th</sup> -9 <sup>th</sup> , 2025
Notice of Funding Decision - Contracts Emailed	August 15 <sup>th</sup> , 2025
Contracts Due	November 17 <sup>th</sup> , 2025

*\*Timeline subject to change.*



# ELIGIBILITY CRITERIA FOR FUNDING

**Potential agencies must meet all of the following criteria to be eligible to apply:**

- ✓ The agency must be in existence for a minimum of 3 years and provide proof of exemption from Federal Income Tax under Section 501 (c) (3).
- ✓ The agency must make services available to clients without regard to race, religion, national origin, or political creed.
- ✓ The agency must file a Form 990 or 990EZ with the IRS for the most recent fiscal year (no more than 18 months old). An IRS Form 990-N (e-postcard) does not meet the requirements for United Way and would mean that the organization is not eligible to apply for a Community Impact Grant.
- ✓ The agency must operate with management, general, and fundraising costs below 25%.
- ✓ The agency must maintain an active local governing board of adequate size, background, and diversity to represent the Galveston County Mainland communities, serving without compensation, holding regular, documented meetings (at least quarterly) and demonstrating effective administrative control.

# ELIGIBILITY CRITERIA FOR FUNDING

**Potential agencies must meet all of the following criteria to be eligible to apply:**



Agency/Organization Revenue of \$500,000 and above must submit:

- **Board-approved independent Financial Audit** by a CPA firm or individual Certified public accountant. To qualify, the Audit must have a year-end no older than 18 months before the application deadline.

Agency/Organization Revenue Less than \$500,000 must submit:

- A **Management Letter** by a certified public accounting firm or individual CPA may be submitted in lieu of an independent Financial Audit. A management letter is also known as an internal control deficiency letter from an auditor that is addressed to the agency's board of directors or the audit committee. It presents and potential weaknesses identified during the audit and offers recommendations to address them.

Note: If the management letter identifies any potential agency weaknesses, provide the formal response from the agency's leadership to how the issues identified in the management letter are being addressed. This document should be uploaded with the management letter.

# ELIGIBILITY CRITERIA FOR FUNDING

**Potential agencies must meet all of the following criteria to be eligible to apply:**

- ✓ The agency must carry general/commercial and board liability insurance. Windstorm or other damage insurance and flood insurance are recommended, but not required for UWGCM funding.
- ✓ The agency must certify that United Way funds and donations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes and executive orders, in compliance with the USA Patriot (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) Act and other counterterrorism laws.
- ✓ The agency must participate all at of the following UWGCM events:
  - Funding Application Workshop: March 2025
  - Annual Stakeholder's Meeting/Thank You Luncheon: February 2026
    - 1/2 table display
  - Community Impact Process Face-to-Face Interviews (FY 2027): May 2026
    - Must have board member(s) present
  - Annual UWGCM Campaign Kickoff Luncheon: Date TBD
    - 1/2 table display

# ELIGIBILITY CRITERIA FOR FUNDING

**Potential programs must meet all of the following criteria to be eligible to apply:**

- ✓ The program must have been in continuous operation for a minimum of 2 years with demonstrated success prior to the date of application.
- ✓ The program must address a clearly demonstrated community need in at least one of three focus areas: health, education, and financial stability.
- ✓ The program must provide services to residents of Galveston County Mainland in at least one of the following zip codes: 77510, 77517, 77518, 77539, 77546, 77549, 77563, 77565, 77568, 77573, 77574, 77590, 77591 and 77592.

*More details on criteria can be found at:*

**<https://www.uwgcm.org/funding-opportunities>**



# FINANCIAL REVIEW CRITERIA

## **Applicants will be reviewed on the following:**

- Ability to provide up to date, clean audit or review documentation with a matching 990 tax form (no more than 18 months old) with operating overhead/expenses at 25% or below.
- Demonstrate organizational fiscal responsibility.
- Provide an organizational budget for the grant year funds will be expended in.
- Provide a program budget with all program funding sources, demonstrating program sustainability.

*Applicants that pass the Financial Review will be invited to present at the face-to-face interviews before the Community Impact Committee. All application documents are housed through the e-Cimpact portal.*

# CHANGES TO APPLICATION

## If there is a change in reported information:

- If the change has been made during the Community Impact Process (after submission of application but before funding has been awarded), the organization must email UWGCM **immediately** and explain: what the change has been, why the change was made, and the effect of the change on the application that is being evaluated.
- If the change has been made after the proposal has been funded and the organization has started to receive funding, the organization must submit notification to UWGCM **within 30 days** after the organization become aware of the change that explains: what the change has been, why the change was made, and what the effect of the change is on the program.

Please direct all communications to United Way Galveston County Mainland's Program Director, Greta Silvertooth at [gretas@uwgcm.org](mailto:gretas@uwgcm.org).

# UNITED WAY FUNDING

- United Way funding is competitive, and not guaranteed. All qualifying agencies must reapply for funding each funding year.
- Funding cycle is from January 1st - December 31st of each funding year. All awarded dollars must be spent in the funding year and unused funds must be returned to United Way.
- United Way dollars are considered restricted; expense reporting must be submitted during all quarterly reports of the funding cycle to demonstrate how United Way dollars are being used.
- An organization must submit multiple applications for separate programs.
- Funds awarded by United Way Galveston County Mainland must be utilized as outlined in your funding request and within the scope of program services.

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# UNITED WAY FUNDING

## United Way Galveston County Mainland does not:

- Fund programs that support inherently religious activities including religious workshop, instruction, or study.
- Fund capital campaigns, scholarship programs, or event sponsorships.
- Fund programs unrelated to health and human services, which are aimed at promoting public health, providing health care services, and supporting human welfare.
- Fund programs whose services are duplicative of other UWGCM programs.
- Have the capacity to provide individual feedback from the Community Impact Committee or decisions made related to funding approval/denial.



# FUNDING ACCEPTANCE

If the program is selected for United Way Galveston County Mainland (UWGCM) funding - either partially or fully - the agency Executive Director/CEO and Board Chair will receive the FY 2026 Funding Contract.

**UWGCM uses an electronic signature system (DocuSign) to distribute and execute contracts.** The Funding Contract must be signed by both the agency's Executive Director/CEO and Board Chair.

It is the responsibility of the agency's Executive Director/CEO and Board Chair to provide an email address that can accept the DocuSign link. No other means to execute the contract will be accepted.

By executing the FY 2026 Funding Contract, the agency and its board of directors accepts all UWGCM funding as awarded and for the purposes outlined in the Funding Application. In order for the agency to receive the awarded funds, the agency must agree to all UWGCM requirements for the accepted funding period.

# CHANGES TO FUNDING ACCEPTANCE

In the following situations, an email must be submitted to UWGCM outlining the reasons for changes or declined funding:

- If any program requires material changes as a result of the level of funding awarded or wording in the funding contract. *Changes to the funding contract are subject to the approval of UWGCM's CEO and/or Board of Directors.*
- If the agency elects to decline funding.

Emails relating to material changes or declined funding should be sent to:

Greta Silvertooth  
Program Director  
United Way Galveston County Mainland  
[gretas@uwgcm.org](mailto:gretas@uwgcm.org)

# FUNDING REPORTING REQUIREMENTS

If an applying agency is selected for funding, United Way Galveston County Mainland requires quarterly reporting throughout the Funding Period (January 1st, 2026 - December 31st, 2026). Quarterly Reports are required to be submitted each quarter in order for future allocation payments to be released.

Reports will be completed online and will consist of information related to clients served/units served, geographic data, and financial documentation.

## Timeline of FY 2026 Quarterly Reporting:

- Quarter 1 (January 1, 2026 - March 31, 2026) - Due by April 15, 2026 at 2 pm
- Quarter 2 (April 1, 2026 - June 30, 2026) - Due by July 15, 2026 at 2 pm
- Quarter 3 (July 1, 2026 - September 30, 2026) - Due by October 15, 2026 at 2 pm
- Quarter 4 (October 1, 2026 - December 31, 2026) - Due by January 1, 2027 at 2 pm

Please mark the above dates on your calendar to avoid missing deadlines.

***Agencies that fail to submit Quarterly Reports on time (and without approved extension) will forfeit current and possible future allocation payments. Additionally, the agency will not be allowed to submit a new Funding Application until all reports have been submitted through the reporting portal.***

# WHO TO CONTACT FOR HELP

## UWGCM STAFF CONTACT INFORMATION

Leslie Ornelas	<i>Chief Executive Officer</i>	<a href="mailto:leslieo@uwgcm.org">leslieo@uwgcm.org</a>
Kirby Alexander	<i>Finance Director</i>	<a href="mailto:finance@uwgcm.org">finance@uwgcm.org</a>
Greta Silvertooth	<i>Program Director</i>	<a href="mailto:gretas@uwgcm.org">gretas@uwgcm.org</a>
Darcie Culp	<i>Marketing Director</i>	<a href="mailto:darciec@uwgcm.org">darciec@uwgcm.org</a>