



**Granite United Way**

**An Organization's Guide for:**  
**Completing the 2020 Request for Qualification (RFQ)**  
**Application**

Follow the instructions below to complete qualification application.

## To complete the RFQ, navigate to:

<https://forms.gle/verdkVDzC2aKyt7H6>

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To complete this application, you will be required to have a Gmail account. This will allow you to upload the required documents. If you do not have a Gmail account and need assistance setting one up, follow the instructions below.

Please note that the application form will not automatically save until it has been completed and submitted. We **HIGHLY RECOMMEND** gathering the required PDF documents and completing the application in a separate document prior to opening the link to the application form. This will ensure that no information is lost prior to submitting your final application.

If for some reason you are unable to complete your application using this platform, please contact us as soon as possible at [RFP@graniteuw.org](mailto:RFP@graniteuw.org)

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### Creating a Gmail Account:

<https://edu.gcfglobal.org/en/gmail/setting-up-a-gmail-account/1/>

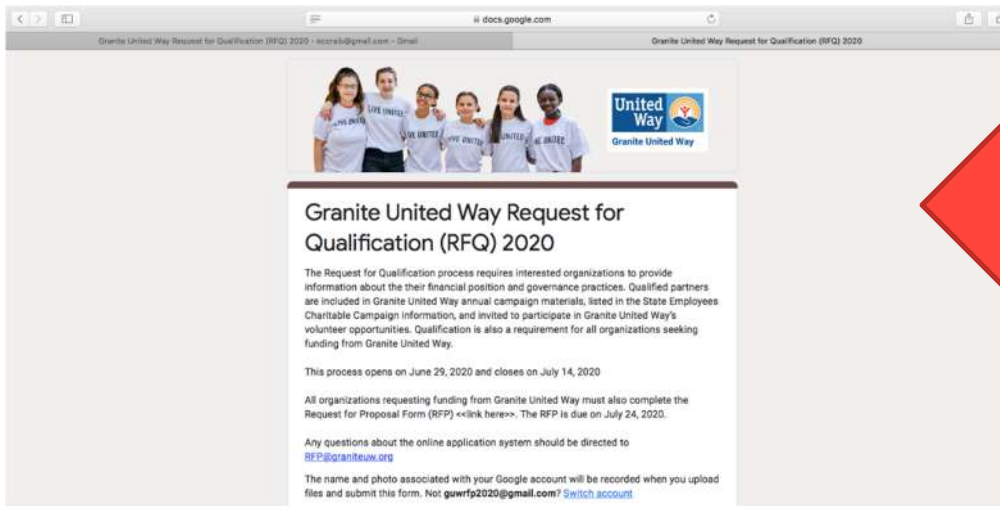
<https://www.wikihow.com/Create-a-Gmail-Account>

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Navigate to the application form:

To find the Request for Qualification Form, navigate to <https://forms.gle/verdkVDzC2aKyt7H6>

**\*Each organization must complete this form**



The screenshot shows a Google Docs interface for the "Granite United Way Request for Qualification (RFQ) 2020" form. At the top, there is a header image featuring a group of six diverse young people in white t-shirts with "UNITED WAY" printed on them, alongside the United Way logo. The main title of the document is "Granite United Way Request for Qualification (RFQ) 2020". Below the title, the text explains that the RFQ process requires organizations to provide financial and governance information, and that qualified partners are included in annual campaign materials. It also states that the process opens on June 29, 2020, and closes on July 14, 2020. A note mentions that organizations requesting funding must also complete the Request for Proposal Form (RFP), with a link provided. Contact information for questions is given as [RFP@graniteuw.org](mailto:RFP@graniteuw.org). A final note states that the user's name and photo will be recorded upon upload, with a link to [Switch account](#).



## Enter Email Address:

This form requires that you enter an email address. This is the address that you will receive your confirmation when you submit your application. Your confirmation email will also include a link that will allow you to go back and edit your completed application up to the final due date.

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Granite United Way Request for Qualification (RFQ) 2020

**Granite United Way Request for Qualification (RFQ) 2020**

The Request for Qualification process requires interested organizations to provide information about their financial position and governance practices. Qualified partners are included in Granite United Way annual campaign materials, listed in the State Employees Charitable Campaign information, and invited to participate in Granite United Way's volunteer opportunities. Qualification is also a requirement for all organizations seeking funding from Granite United Way.

This process opens on June 29, 2020 and closes on July 14, 2020

All organizations requesting funding from Granite United Way must also complete the Request for Proposal Form (RFP) <<link here>>. The RFP is due on July 24, 2020.

Any questions about the online application system should be directed to [RFP@graniteuw.org](mailto:RFP@graniteuw.org)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [guwrfp2020@gmail.com](mailto:guwrfp2020@gmail.com)? [Switch account](#)

\* Required

Email address \*

Your email

Email address here

## Entering answers to questions:

To continue to the next question, click in the answer field next to that question. Each question marked with a red \* symbol indicates that it is a required field. If you do not place a value in that answer field, you will not be able to continue your application.

If you have prepared your answers in a separate document (we highly recommend this) then cut and paste your answers into the online form.

For multiple choice questions, simply click the circle next to your answer.

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Does your organization have a Diversity, Equity and Inclusion statement (DEI)? \*

Please note that your organization will not be penalized if you do not have a DEI statement.

☐ Yes

☐ No

☐ We are currently drafting a DEI

Does your organization intend to apply for funding from Granite United Way this year? \*

Note that the Request for Proposal application is due separately on July 24, 2020.

☐ Yes

☐ No

☐ Unsure at this time

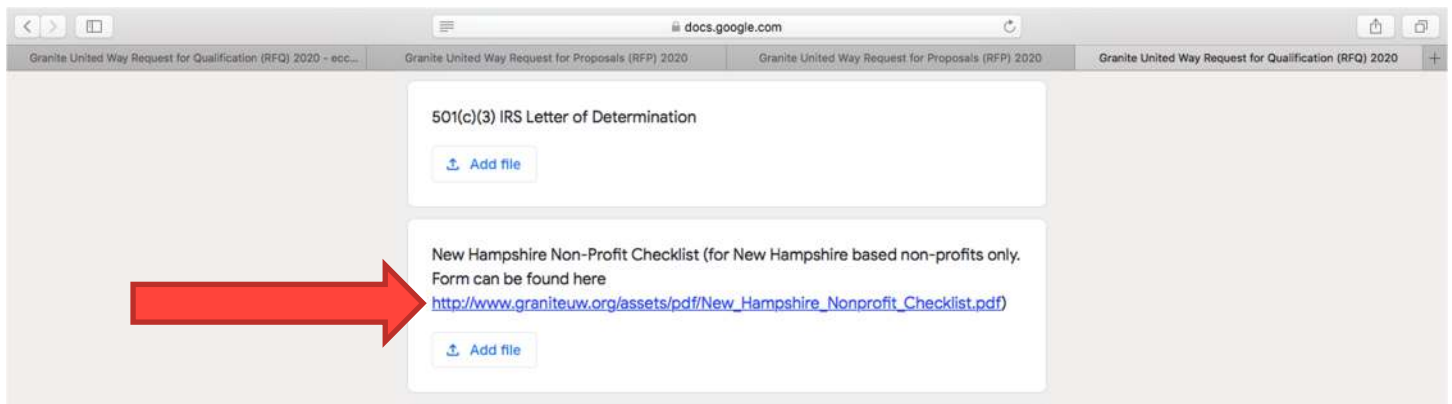
Chose one of these answers

## Uploading Documents:

In this application there are documents to be uploaded. Documents are to be submitted in PDF format and need to include the name of your organization on each document.

Please note that some of the required documents listed on the RFQ can be found on the *GUW Application Packet*. You will be required to download, print, complete, sign and scan these documents prior to uploading them to your online application. There are also links to these forms on the application form.

To access a document from the application form, click the link next to the name of the document. This will take you to a copy of the document on our website that can be printed.



A printable version of the document to complete, sign, scan and upload.

A screenshot of the Granite United Way website. The browser tabs at the top show 'Granite United Way Request for Qualification (RFQ) 2020 - ecc...', 'Granite United Way Request for Proposals (RFP) 2020', and another 'Granite United Way Request for Proposals (RFP) 2020'. The main content area shows a form titled 'NEW HAMPSHIRE NONPROFIT CHECKLIST'. Below the title is the subtitle 'Legal Requirements for NH Nonprofit Organizations (defined as all IRS 501(c)(3) entities, except religious organizations)'. The form includes the section 'For All Nonprofits' with the frequency 'Annually'. A checkbox is present for 'Filing of Annual Report with NH Director of Charitable Trusts\*'.

**NEW HAMPSHIRE NONPROFIT CHECKLIST**

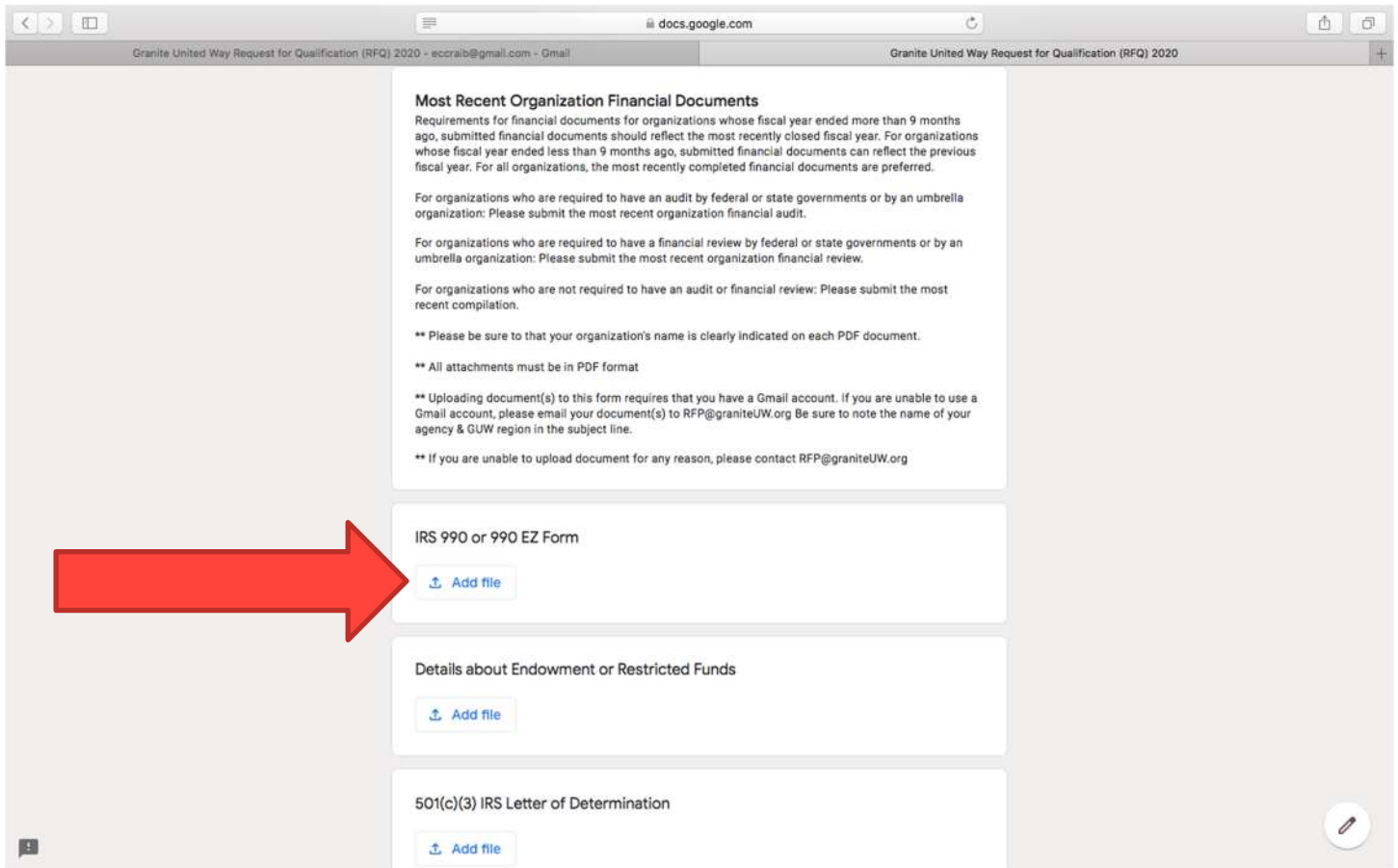
**Legal Requirements for NH Nonprofit Organizations**  
(defined as all IRS 501(c)(3) entities, except religious organizations)

**For All Nonprofits**

**Annually**

☐ Filing of Annual Report with NH Director of Charitable Trusts\*

To submit/upload a document, simply click the ADD FILE button under each document title.



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### Most Recent Organization Financial Documents

Requirements for financial documents for organizations whose fiscal year ended more than 9 months ago, submitted financial documents should reflect the most recently closed fiscal year. For organizations whose fiscal year ended less than 9 months ago, submitted financial documents can reflect the previous fiscal year. For all organizations, the most recently completed financial documents are preferred.

For organizations who are required to have an audit by federal or state governments or by an umbrella organization: Please submit the most recent organization financial audit.

For organizations who are required to have a financial review by federal or state governments or by an umbrella organization: Please submit the most recent organization financial review.

For organizations who are not required to have an audit or financial review: Please submit the most recent compilation.

**\*\* Please be sure to that your organization's name is clearly indicated on each PDF document.**

**\*\* All attachments must be in PDF format**

**\*\* Uploading document(s) to this form requires that you have a Gmail account. If you are unable to use a Gmail account, please email your document(s) to RFP@graniteUW.org Be sure to note the name of your agency & GUW region in the subject line.**

**\*\* If you are unable to upload document for any reason, please contact RFP@graniteUW.org**

#### IRS 990 or 990 EZ Form

[Add file](#)

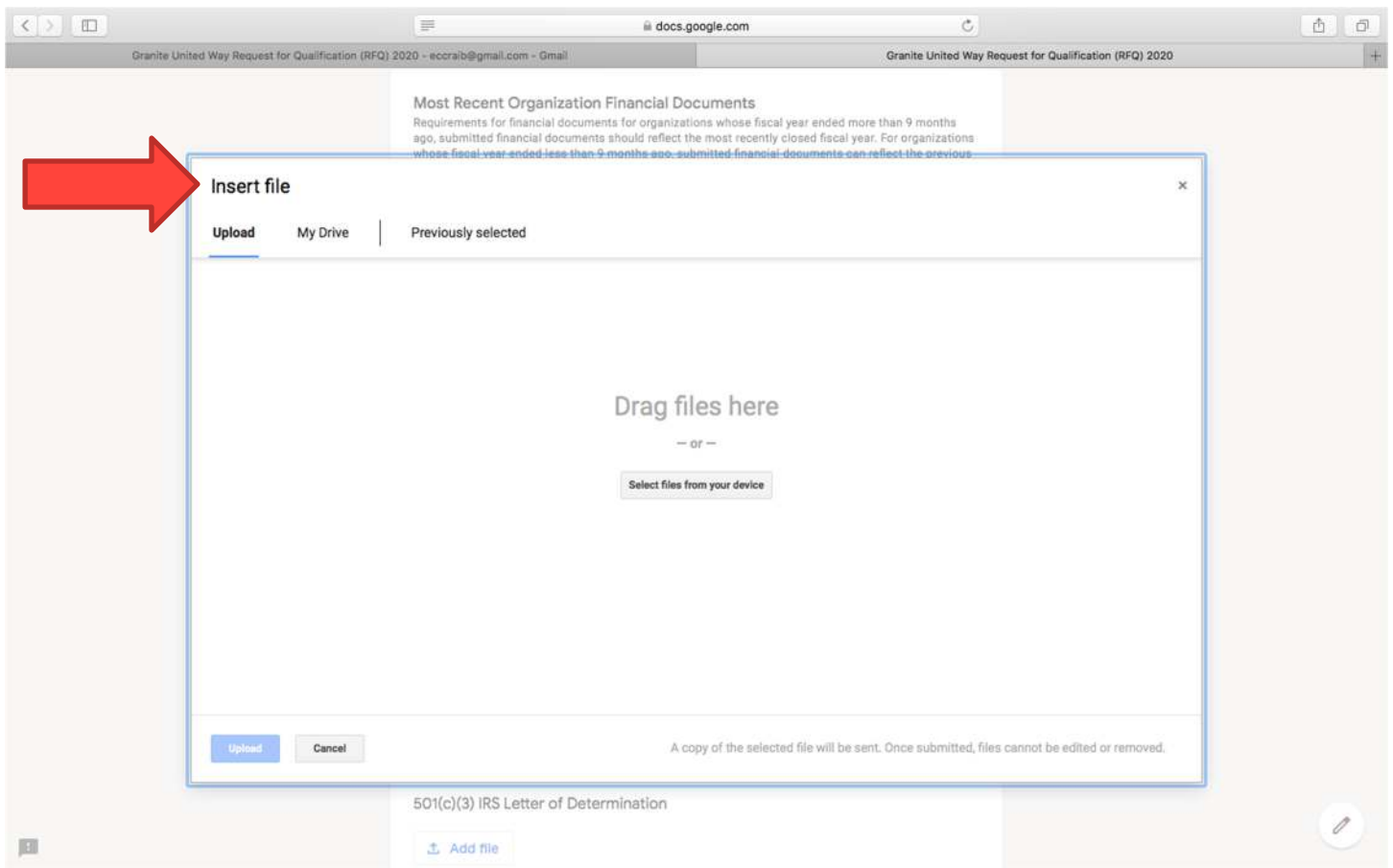
#### Details about Endowment or Restricted Funds

[Add file](#)

#### 501(c)(3) IRS Letter of Determination

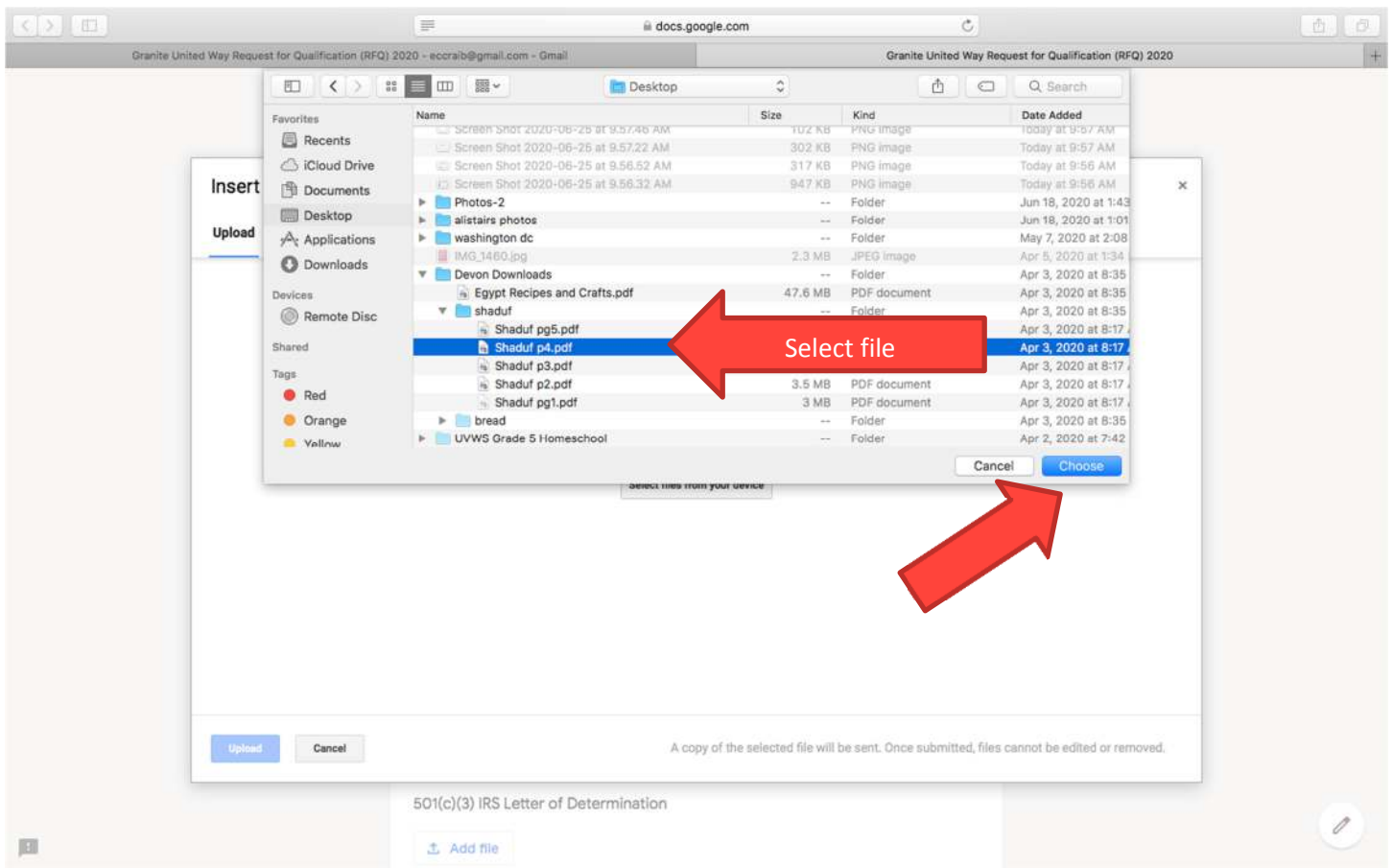
[Add file](#)

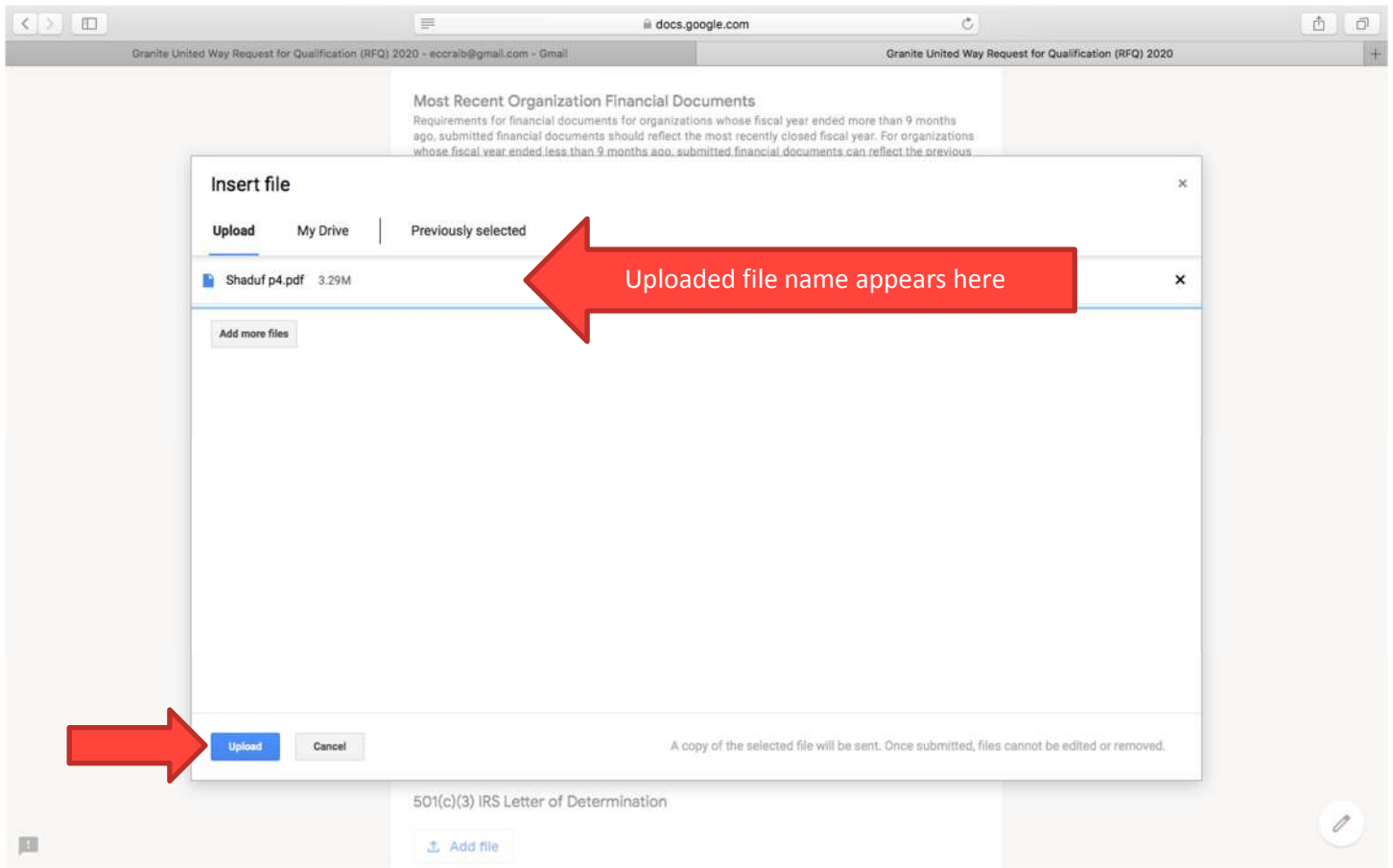
You will be directed to drag a file into the Insert File window or manually select a file from your device.



Select a file from your device (note that all devices vary in appearance) by clicking on it and selecting “choose” or “open”. You will see the document name appear on the list in the Insert File window. Click “Upload”.







## Regions/Individuals Served:

You will be asked about the Granite United Way regions that your organization serves. An answer is required for each region. If you do not serve a particular region please enter "0" into the answer blank.

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Central Region \*

Your answer

Merimack County Region \*

Your answer

North Country Region \*

Your answer

Northern NH Region \*

Your answer

Southern Region \*

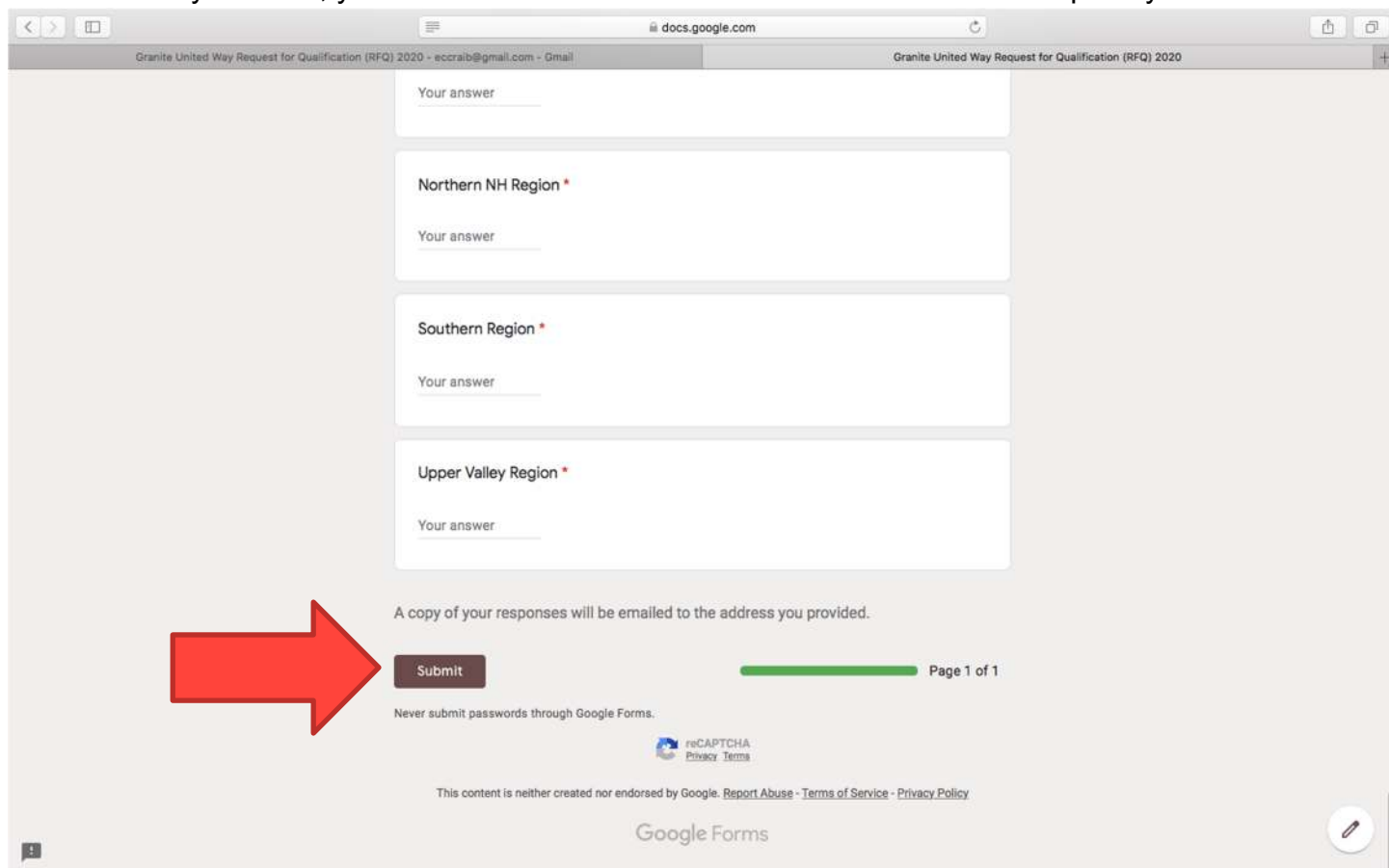
Your answer

Upper Valley Region \*

Number required for each region

## Submitting your application:

At the end of your form, you will see a SUBMIT button. Click this button to complete your form.



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Granite United Way Request for Qualification (RFQ) 2020

Your answer

Northern NH Region \*

Your answer

Southern Region \*

Your answer

Upper Valley Region \*

Your answer

A copy of your responses will be emailed to the address you provided.

Submit

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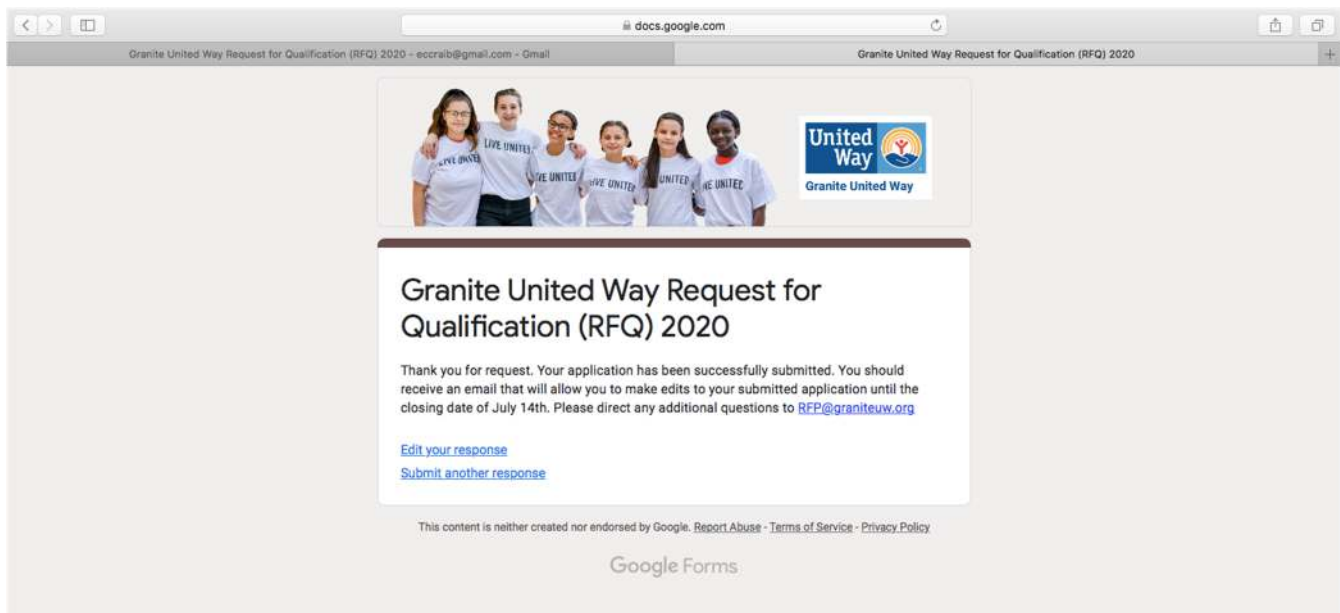
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Google Forms

A message will appear indicating that you have successfully submitted your form. A copy of your responses will be emailed to the address you provided at the top of the form. You will be permitted to go back and edit your application up to the closing date. You may also submit additional applications.



**If you have any additional questions or concerns, please contact our Community Impact Team at [RFP@graniteuw.org](mailto:RFP@graniteuw.org)**