

Granite United Way Qualification Process 2016



Granite United Way is excited to announce the timeline for the 2016 qualification and grant application processes!

- October 20, 2015 – Request for Qualification (RFQ) Opens (Online portal will be open for non-profits to apply for qualification. Please email Jennifer Sabin at Jennifer.Sabin@graniteuw.org for instruction packet.)
- November 10, 2015 – Request for Qualification (RFQ) Closes
- Requests for qualification (RFQ) will be reviewed and evaluated by a body of Granite United Way volunteers in each local region. Agency competence, capacity, financial stability and presence in each region will be considered in the evaluation.
 - The Qualification Process will be open in the following five regions (Please note that this process is not open in the Central Region, currently in the second year of three year funding cycle):
 - Merrimack County Region includes the towns of: Allenstown, Andover, Boscawen, Bow, Bradford, Canterbury, Chichester, Concord, Contoocook, Penacook, Danbury, Dunbarton, Epsom, Franklin, Henniker, Hill, Hooksett, South Hooksett, Hopkinton, Loudon, New London, Newbury, Northfield, Pembroke, Suncook, Pittsfield, Salisbury, Sutton, Warner, Webster and Wilmot
 - North Country Region includes the towns of: Bath, Benton, Bethlehem, Dalton, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Lyman, Monroe, North Haverhill, North Woodstock, Piermont, Pike, Sugar Hill, Twin Mountain, Warren, Whitefield, Woodstock, and Woodville
 - Northern Region includes the towns of: Albany, Bartlett, Berlin, Bretton Woods, Brookfield, Carroll, Center Conway, Chatham, Clarksville, Colebrook, Columbia, Conway, Dalton, Dixville, Dummer, Errol, Glen, Gorham, Groveton, Intervale, Jackson, Jefferson, Kearsarge, Lancaster, Madison, Milan, Mount Washington, Northumberland, North Conway, North Stratford, Ossipee, Pittsburg, Randolph, Shelburne, Stark, Stratford, Twin Mountain, West Stewartstown, Wentworth and Whitefield
 - Southern Region includes the towns of: Atkinson, Auburn, Bedford, Candia, Chester, Danville, Derry, Goffstown, Hampstead, Hooksett, Londonderry, Manchester, New Boston, Pelham, Plaistow, Salem, Sandown and Windham
 - Upper Valley includes the towns of: Canaan, Dorchester, Eastman, Enfield, Enfield Center, Etna, Grafton, Grantham, Hanover, Hanover Center, Lebanon, Lyme, Lyme Center, Meriden, Orange, Orford, Orfordville, Plainfield, West Lebanon and VT: Andover/Weston, Ascutney, Barnard/Pomfret/Sharon, Bethel, Brownsville/W. Windsor, Cavendish, Chester, Fairlee/W. Fairlee, Hartford, Hartland, Ludlow, Norwich, Quechee, Reading, Royalton/S. Royalton/Stratford, Springfield/N. Springfield, Thetford, Weathersfield/Baltimore, White River Junction, Wilder, Windsor, Woodstock/Bridgewater
- All organizations seeking qualification through Granite United Way are required to complete the eligibility requirements. All organizations applying to Granite United Way must provide the following information and documentation:

- Organization Name
- EIN
- Organization Website
- Organization Address and Mail Address
- Organization Phone Number and Fax Number
- Executive Director Name, Phone and Email Address
- Organization's Primary Contact Name, Phone and Email Address
- Statement of 25 words or fewer that describes the organization's activities.
- Organization's Mission Statement
- Brief Description of organization (2000 characters or fewer)
- Number of individuals served in each region listed above.
- 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 not required to have an audit and who are requesting \$5,000 or more from Granite United Way: Please submit the most recent organization financial review.
 - For organizations who are not required to have an audit and who are requesting less than \$5,000 from Granite United Way: Please submit the most recent compilation.
- IRS 990 or 990 EZ Form
- Details about Endowment or Restricted Funds
- Chief Financial Officer or Primary Staff Accountant Name, Phone and Email Address
- 501(c)(3) IRS Letter of Determination
- New Hampshire Non-Profit Checklist (for New Hampshire based non-profits only. Form is provided in online system.)
- Counterterrorism Statement (Form is provided in online system.)
- Certificate of Good Standing for the State of New Hampshire or Vermont (no more than 5 years old)
- Board of Directors Roster
- Current Board President Name and Email Address
- Annual Number of Board Meetings
- Annual Report filed with the Office of Charitable Trusts (for New Hampshire based non-profits only)
- Resume of Organization's Top Executive
- Business Operations Compliance Checklist (Form is provided in online system.)
- Late December, 2015 – Notification of Qualification Status
 - Please note – you would need to be voted in by the Local Community Impact Committee as a Qualified Partner in order to respond to the Request for Proposal.
- Early January, 2016 – Request for Proposals (RFP) Opens
- Early February, 2016 – Request for Proposals (RFP) Closes
- Late May, 2016 – Notification of Community Funding Decisions

Becoming a Granite United Way Qualified Partner creates opportunities for organizations to:

- Participate in Granite United Way's Community Impact Grant Application Process
- Join Granite United Way's Day of Caring Volunteer Day
- Be listed in campaign materials for local and state employee giving campaigns

Questions?

Any regional questions about the Request for Qualification or other region-specific concerns should be submitted to the following staff:

Merrimack County & North Country Regions

Val Guy

Senior Director of Regional Impact

(603) 224-2595 ext. 226 or Val.Guy@graniteuw.org

Southern Region

Meredith Stidham

A.V.P. Community Impact Operations

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Upper Valley Region

Suzanne Stofflet

Senior Director of Regional Impact

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Northern New Hampshire

Laura Boucher

Community Impact and Resource Development Coordinator

(603) 752-3343 or Laura.Boucher@graniteuw.org

Any technical assistance questions regarding the CTK system, should be submitted to **Jennifer Sabin** at Jennifer.Sabin@graniteuw.org