



BASIC NEEDS FUND 2026 APPLICANT GUIDE

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INTRODUCTION

Great Rivers United Way is investing up to \$350,000 in programs and projects that support Basic Needs of food, shelter, and safety.

The mission of **Great Rivers United Way** is to unite people and resources to improve lives and strengthen our communities.

The vision of **Great Rivers United Way** is that all individuals and families in our communities will achieve their full potential through education, income stability, and healthy lives.

The Community Investment Fund at **Great Rivers United Way** is funded by generous gifts given by individuals and businesses throughout the community.

The Community Investment Program at **Great Rivers United Way** is investing those gifts in local resources that foster mental wellbeing. Meeting people's needs for food, shelter, and safety is a critical foundation for mental wellbeing.

Great Rivers United Way involves community volunteers throughout the granting process as grant reviewers and dedicated committee members who make award recommendations to our Board of Directors. All volunteers receive training on grant evaluation, unconscious bias, and Great Rivers United Way (GRUW) priorities.

IMPORTANT DATES

Application

Application Available on CommunityForce – August 15, 2025

Basic Needs Q&A Office Hours - Friday, August 22 at noon; Tuesday, August 26 at 3pm; Tuesday, Sept. 16, 2025 at 10am; and Tuesday, Sept. 23 at 10am [\[Click to Join\]](#)

Application Due – September 26, 2025 - Application Due 11:59pm

Volunteer Grant Review - October 1 – October 21, 2025

Applicant Notification of Awards - December 5, 2025

Awarded Programs and Projects

January 1, 2026 – Grant Start Date

July 31, 2026 – Mid-Year Report Due

December 31, 2026 – Grant End Date

January 31, 2027 – End of Year Report Due

GRANTMAKING VALUES

Great Rivers United Way aspires to be inclusive, transparent, and impactful in our grantmaking.

We encourage applications from organizations that have not been grantees in the past as well as organizations with whom we have long-standing relationships. We will be looking at community investments holistically and through an equity lens. This means as we consider our investments, we will look at which populations are being served, the impact of programming for those served, how organizations engage partners and the community, and the geographic service area.

The grant review process will include an opportunity for volunteers to ask clarifying questions about your program or project. Application review will take place October 1 – October 21, 2025 and may include follow up questions or a request for a meeting or visit with the applicant.

FUNDING PRIORITIES

Great Rivers United Way's Basic Needs Grants mobilize funds to programs and projects that reach people in need of food, shelter, and safety. These critical services are the foundation upon which people can build stability for themselves and their families.

Priority will be given to the following types of programs and projects:

- Collaborative projects –organization's, programs, or projects that effectively partner with others in the community.
- Proven practices – programs and projects with a demonstrated history of success.
- Promising innovations – programs and projects that approach problems in a new way.
- Equity – BIPOC-led organizations or programs and projects intended to serve BIPOC folks.
- Regional reach – programs and projects that are located in or effectively reach rural communities.

GRANT AWARDS

Awards in 2025 ranged from \$5,000 to \$40,000 with the average being \$16,700. Multiple submissions are allowed, however no organization will receive more than \$50,000 total from this opportunity. Collaborative projects are eligible to receive up to \$50,000 per partner. Awards will be for one year.

Great Rivers United Way makes an attempt to award meaningful amounts to as many programs as possible. Our practice is to provide partial awards when we do not have enough funds to fulfill all eligible requests with strong scores and strong alignment with the focus areas.

ELIGIBLE ENTITIES

Applicants will be screened for basic eligibility criteria prior to gaining access to the grant application. The criteria are as follows:

- Currently maintain tax-exempt organization status under Section 501(c)(3) of the U.S. Internal Revenue Code
- Registered as a charitable organization with the state in which they do business unless exempt from such requirement
- Provide human services within the Great Rivers United Way service area: Buffalo, Crawford, Houston, Jackson, La Crosse, Monroe, Trempealeau, and Vernon counties
- Can demonstrate board oversight and financial responsibility through board minutes, independent audit or financial review, and IRS Form 990
- Provides services aligned with meeting basic needs of food, shelter, and safety

OR

- Has a fiscal sponsor that meets all the above requirements

USE OF GRANT FUNDS

Basic Needs Grant Funds should be used to support programs or projects aimed at meeting people's needs for food, shelter, and safety. Funds may be used as needed to support these activities. Grants for proven programming, seed money to start a new program, or projects with a specific start and end will be considered for awards. Grantees will be expected to provide data regarding how funds were spent, numbers of people served, and impact of the programming or project.

PROPOSALS

The deadline for submission is Friday, September 26, 2025 at 11:59pm. **Late applications will not be accepted.**

Applications will only be accepted on the [CommunityForce](https://gruw.communityforce.com/) grant management platform at <https://gruw.communityforce.com/>

The grant application contains four sections: Organization Information, Program Narrative, Organization Financials & Program/Project Budget; Oversight & Grant Management. Each section should be filled out completely. Provide concise yet descriptive narrative so that reviewers get a good idea of the problem being addressed by your program, what your program does, who your program serves, and why your program is needed in the community. Reviewers are volunteers from the community and may not be familiar with your agency or programs. All application questions are provided in Appendix 3.

For technical assistance in filling out the application, visit this [CommunityForce help page](#). (See Appendix 2)

Narrative Tips:

Read all questions first – do not repeat answers.

Review the Volunteer Reviewer Rubric (Appendix 3)

Use the formatting tools available in CommunityForce. Paragraphs and bullet points make your narrative easier to read.

Avoid jargon and acronyms! Community volunteers may not know the specific terms used in your field of work.

Application Understanding and Authorization

Applications must be digitally signed by the Organization Executive Director/CEO. A signature from the Board Chair will be required from organizations with smaller administrative staff to ensure more than one person is aware of the application and the grant requirements. For organizations with a Fiscal Sponsor, a signature from the Fiscal Sponsor Executive Director/CEO is required. Please plan accordingly.

The application understanding and authorization reads as below:

By signing below, I agree this application for the program listed above fulfills the requirements for Great Rivers United Way funding:

- a. The applicant organization maintains its 501(c)3 status
- b. The applicant organization registers as a non-profit annually with the state unless exempt
- c. The program or project requesting grant funds provides human services
- d. The program or project supports the basic needs of food, shelter, and/or safety

I affirm that I understand the following conditions:

- The required application materials must be submitted through the online application system (CommunityForce)
- This information will be used to determine program/project eligibility and award amounts
- Application information may be used in Great Rivers United Way marketing.

PROPOSAL REVIEW

Proposals will be first screened by Great Rivers United Way Staff and volunteers of the Fund Distribution Steering Committee to ensure eligibility requirements of the organization and program

are met. Ineligible applications and incomplete applications will not be considered for a grant award and will not be reviewed by Community Investment Volunteers.

Proposals that meet eligibility requirements will be reviewed by volunteers organized into teams. Each team will be comprised of at least one member of the Great Rivers United Way's Fund Distribution Steering Committee and Community Investment Volunteers who are members of the general public. All volunteers receive training from Great Rivers United Way on community needs, unconscious bias, and grant evaluation. Proposals are scored online using a standard evaluation form. The scoring rubric questions are provided in Appendix 3. Proposals will be scored based on the merits of the program, healthy organization financials, appropriate board oversight, grant management, and funding priorities.

Fund Rating

Reviewers are also asked to make a recommendation of whether or not to fund the program ranging from "Yes! Fully fund this program!" to "No, do not fund this program." The Fund Rating will be used by Great Rivers United Way's Fund Distribution Steering Committee as a gauge for making funding recommendations.

Awarding Process

The Great Rivers United Way Fund Distribution Steering Committee will review all panel scores, fund ratings, and funding priorities in making an award recommendation. The recommendation is presented to the Great Rivers United Way's Board of Directors for final approval.

POST ACCEPTANCE EXPECTATIONS

All grant awardees will be expected to follow the Great Rivers United Way Grantee Agreement. The agreement includes requirements for data and financial reporting, annual meeting attendance, and

partnership in community initiatives. Great Rivers United Way requires six-month and end-of-year reports on program progress and budget updates. Site visits may be requested for which advance notice will be given. Great Rivers United Way participates in the United Way Worldwide Impact Survey which combines data and stories to show our collective impact. Awardees are required to participate in data reporting as it relates to measures applicable to awarded programs.

Great Rivers United Way will provide opportunities for networking and education throughout the year. These opportunities are intended to be beneficial to our nonprofit community not a requirement for receiving funding. Ideas from grantees for education or networking are welcome.

GREAT RIVERS UNITED WAY CONTACT

For questions regarding the Community Investment Grant application and funding process please contact Liz Evans at 608-796-1400 ext. 105 or levans@gruw.org.



APPENDIX 1: STARTING AN APPLICATION AND ACCESSING COMMUNITYFORCE TECHNICAL ASSISTANCE

For help setting up a user account and basic application technical assistance, view this video: [Grants – Introduction to Grants Training for Applicants](#)

Open application opportunities can be found on Great Rivers United Way's [website](#) and on [CommunityForce](#).

To begin an application, click on the Apply button in the lower-left corner of the posting:

The screenshot shows a grant application posting titled "2026 Basic Needs". The main content area includes a sub-header "2026 Basic Needs Community Investment", a paragraph describing the fund's purpose and eligible areas (Buffalo, Crawford, Jackson, La Crosse, Monroe, Vernon, and Trempealeau in Wisconsin and Houston in Minnesota), and a section titled "Basic Needs Funding Priorities" with bullet points for Food, Shelter, and Safety. Below this is an "Eligible Applicants" section with a list of requirements. On the right side, there is a sidebar with "Begin Accepting Applications Date: 8/14/2025" and "Deadline Date (CST Time Zone): 9/26/2025 11:59 PM". At the bottom left of the main content area, there are two buttons: "View Details" and "Apply". A red arrow points to the "Apply" button.

Answer the Prequalification Questions:

The screenshot shows the "Pre-Qualification Questions" form. It contains three questions with radio button options for "Yes" and "No". The first question is "Does your organization or a fiscal sponsor currently maintain tax-exempt status under 501(c)(3) of the U.S. Internal Revenue Code?". The second question is "Is your organization or your fiscal sponsor registered as a charitable organization with the state in which they do business? OR Is your organization exempt from registering as a charitable organization with the state?". The third question is "Does your organization provide human services involving food, shelter, or safety within the Great Rivers United Way service area of Buffalo, Crawford, Houston, Jackson, La Crosse, Monroe, Trempealeau, and Vernon Counties?". Below the questions are "Submit" and "Cancel" buttons.

Then login or create a new account

The screenshot shows the login and account creation interface for the Great Rivers United Way Grant Program. The page has a blue header with the logo and a search bar. The main content area is divided into two columns. The left column contains a login form with fields for Email and Password, and buttons for Login, Cancel, and Create New Account. The right column contains a welcome message and instructions for new and existing applicants, as well as a link to recover a password.

Great Rivers UNITED WAY

Search for Grants

Login

Email

Please enter Username

Password

Please enter the Password

Forgot Password?

Login Cancel

Create New Account

Welcome to Great Rivers United Way Grant Program.

New Applicants:
To begin a new application click the "Create New Account" button below. Your account will be created and tied to your email address.

Existing Applicants:
Enter your Username and Password to complete the application. (This is your email address and password used to set up your account.)

Forgot Password:
Click on "Recover My Password link" and enter your Login email address to receive the password in the email.

Enter a Program Title in the Description box that pops up. **Note! This cannot be edited once saved!**

If you have multiple applications, the description will help you distinguish one application from another. Click Apply.

The screenshot shows a modal dialog box titled "Start a New Application". It contains a system message and a description box. The system message states: "System Message: 367 This application allows you to submit multiple requests for funding. In order for you to keep track of which project or request please create a name for your request under the description box below." The description box is empty and has a text area. There are buttons for Apply, Cancel, and Close.

Start a New Application

System Message: 367
This application allows you to submit multiple requests for funding. In order for you to keep track of which project or request please create a name for your request under the description box below.

Description :

Apply Cancel Close

When returning to the CommunityForce site, all your past applications can be found by clicking the "My Applications" tab. You will need to scroll up on the Grants Search page to find it.

The screenshot shows the "My Applications" tab on the Grants Search page. A red arrow points to the "My Applications" tab. The page displays a list of grants, with the first one being the "2025 Basic Needs Community Investment Grant". The grant details include a description and a deadline. There are buttons for View Details, Start a New Application, and Continue with Application.

Great Rivers UNITED WAY

Welcome, Liz Evans - Help

My Applications My Collaborations

Grants: 3 / My Results: 3 Grants (A-Z)

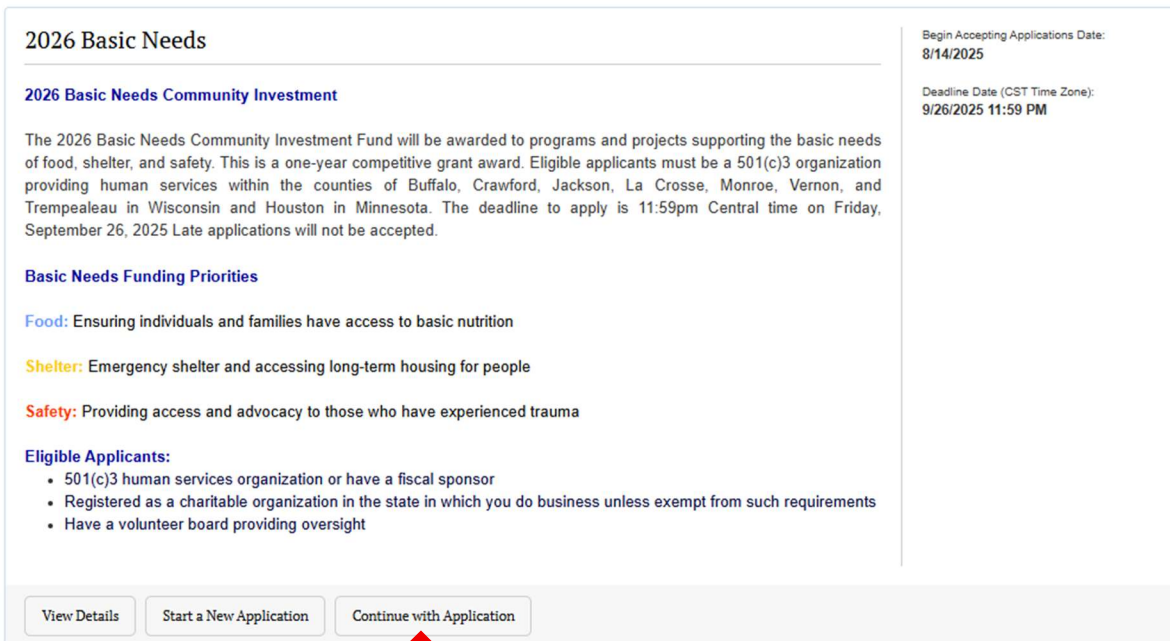
2025 Basic Needs Community Investment Grant

2025 Basic Needs Community Investment

The 2025 Basic Needs Community Investment Fund will be awarded to programs and projects supporting the basic needs of food, shelter, and safety. This is a one-year competitive grant award. Eligible applicants must be a 501(c)(3) organization providing human services within the counties of Buffalo, Crawford, Jackson, La Crosse, Monroe, Vernon, and Trempealeau in Wisconsin and Houston in Minnesota. Awards will range from \$5,000 to \$50,000. The deadline to apply is noon Central time on Friday, October 4, 2024. Late applications will not be accepted.

View Details Start a New Application Continue with Application

To continue work on a current application, you can click on the “Continue with Application” button.



2026 Basic Needs

2026 Basic Needs Community Investment

The 2026 Basic Needs Community Investment Fund will be awarded to programs and projects supporting the basic needs of food, shelter, and safety. This is a one-year competitive grant award. Eligible applicants must be a 501(c)3 organization providing human services within the counties of Buffalo, Crawford, Jackson, La Crosse, Monroe, Vernon, and Trempealeau in Wisconsin and Houston in Minnesota. The deadline to apply is 11:59pm Central time on Friday, September 26, 2025. Late applications will not be accepted.

Basic Needs Funding Priorities

Food: Ensuring individuals and families have access to basic nutrition

Shelter: Emergency shelter and accessing long-term housing for people

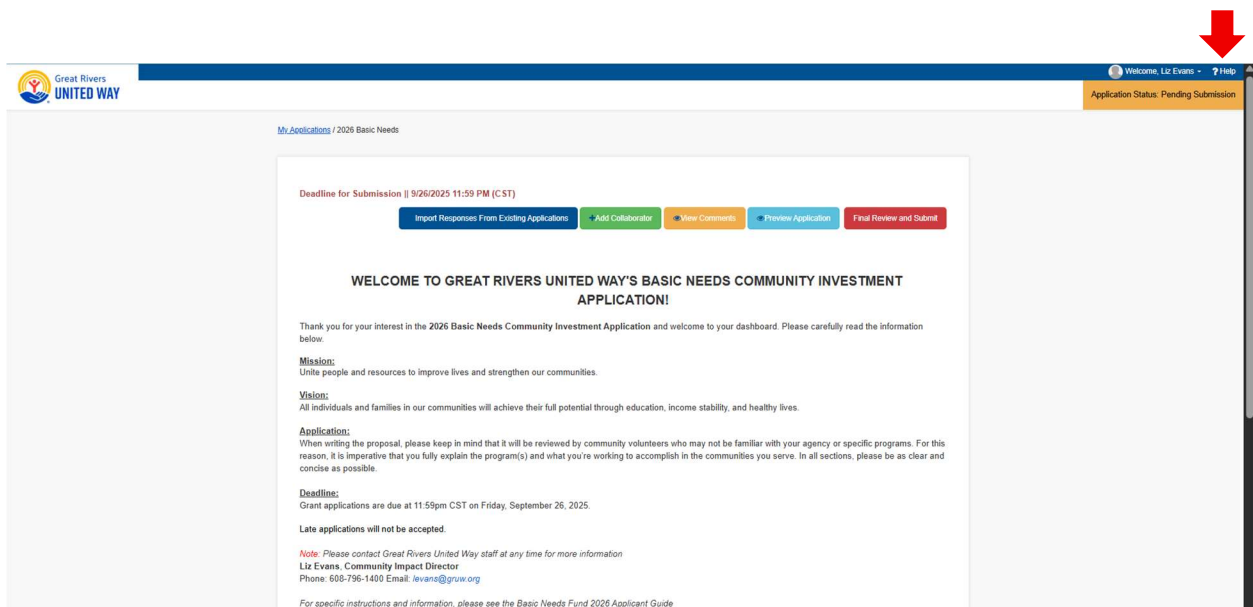
Safety: Providing access and advocacy to those who have experienced trauma

Eligible Applicants:

- 501(c)3 human services organization or have a fiscal sponsor
- Registered as a charitable organization in the state in which you do business unless exempt from such requirements
- Have a volunteer board providing oversight

[View Details](#) [Start a New Application](#) [Continue with Application](#)

Once an account is created and a user is logged in, the Help guide can be accessed by the Help button in the upper right corner of the grant dashboard screen.



Great Rivers UNITED WAY

Welcome, Liz Evans - ? Help

Application Status: Pending Submission

My Applications / 2026 Basic Needs

Deadline for Submission | 9/26/2025 11:59 PM (CST)

[Import Responses From Existing Applications](#) [Add Collaborator](#) [View Comments](#) [Preview Application](#) [Final Review and Submit](#)

WELCOME TO GREAT RIVERS UNITED WAY'S BASIC NEEDS COMMUNITY INVESTMENT APPLICATION!

Thank you for your interest in the 2026 Basic Needs Community Investment Application and welcome to your dashboard. Please carefully read the information below.

Mission:
Unite people and resources to improve lives and strengthen our communities.

Vision:
All individuals and families in our communities will achieve their full potential through education, income stability, and healthy lives.

Application:
When writing the proposal, please keep in mind that it will be reviewed by community volunteers who may not be familiar with your agency or specific programs. For this reason, it is imperative that you fully explain the program(s) and what you're working to accomplish in the communities you serve. In all sections, please be as clear and concise as possible.

Deadlines:
Grant applications are due at 11:59pm CST on Friday, September 26, 2025.
Late applications will not be accepted.

Note: Please contact Great Rivers United Way staff at any time for more information.
Liz Evans, Community Impact Director
Phone: 608-796-1400 Email: levans@gruw.org

For specific instructions and information, please see the Basic Needs Fund 2026 Applicant Guide

The Help button takes users to the home page for the CommunityForce Zen Desk. Click on “Applicant Open Help For Applicants Use”

APPENDIX 2: APPLICATION QUESTIONS

The following pages contain a copy of the whole Basic Needs Grant application. Some questions will or will not appear on your live application depending on how you answer certain questions.

The system will print out only the visible questions. To print all the questions, please ensure the sections are expanded.

Application Summary of: Test Account Organization | Evans, Liz

Program Name:

[Collapse All](#) [Expand All](#)

i General Information	
Grant Introduction and Instructions	
Basic Needs Community Investment 2026: Grant application instructions and guide.	
Organization Information	
*Organization Name:	
*Organization Executive Director/CEO Name:	
*Organization Executive Director/CEO email:	
*Does your organization have additional staff assigned roles in grant management and oversight?	
*Grant Management Contact(s): List name(s), role(s), and email address(es) for your grant management team.	
Does your organization have a fiscal sponsor for this request?	
Fiscal Sponsor Organization Name:	
Fiscal Sponsor Executive Director/CEO Name:	
Fiscal Sponsor Executive Director/CEO Email:	
*Is the person filling out this application the Executive Director or CEO of the organization?	
Application Understanding and Authorization	
By signing below, I agree this application for the program listed above fulfills the requirements for Great Rivers United Way funding: <ul style="list-style-type: none">• The applicant organization maintains its 501(c)3 status• The applicant organization registers as a non-profit annually with the state unless exempt• The program or project requesting grant funds provides human services• The program or project supports the basic needs of food, shelter, and/or safety	
I affirm that I understand the following conditions: <ul style="list-style-type: none">• The required application materials must be submitted through the online application system (CommunityForce)• This information will be used to determine program/project funding amounts• Application information may be used in Great Rivers United Way marketing.	
Executive Director or CEO Signature:	

*Organization Mission Statement:	
*Organization Summary: Please provide a brief summary of your organization, including how long you have been in operation, your target population and a broad scope of services provided (50 words max).	
Program Information	
*Program or Project Name:	
*Which basic need(s) does this program or project address? <i>Check all that apply</i>	
*Provide a one to two sentence description of the program (25 words or less).	
*Requested amount of program/project support for 2026:2025 <i>awards ranged from \$5,000 to \$40,000. The maximum award amount for any organization is \$50,000.</i>	

<input checked="" type="checkbox"/> Program Narrative	
Program Narrative	
*Program or Project Name:	
Is this application for a new program, an ongoing program at your organization, a continuation of a program funded in 2025, or a project with a specific start and end? <i>*continuation requests will be required to provide performance information</i>	
*Approximately how long has this program been in operation?	
*Which county or counties does this program or project serve? <i>Check all that apply</i>	
*For each county checked, approximately how many people (or other unit if program/project does not directly serve people) will be served in 2026?	
*Need Statement: What are the specific needs within food, shelter, and safety your program is designed to improve or prevent? Provide data to support these needs. <i>(Recommend no more than 750 words)</i>	
*Program Goals: List the main goals and outcomes of your program.	

<p>*Program Description: From start to finish, how does this program/project achieve the stated goals and outcomes? Include the following elements in your response:</p> <ul style="list-style-type: none"> • Background including research, best practices, and philosophies employed in program development and delivery • Major activities or services provided • How a participant would experience the program <p><i>No more than 2500 words</i>*Tip: Use the formatting tools available on the text box to create paragraphs and bullet points where needed.</p>	
<p>*Measurement: What data will you collect to measure the impact of the program? Please include how you measure the volume of the work AND the impact of the work.</p>	
<p>*Needed Resources: What resources are needed to operate your program (staff, space, materials, volunteers, etc.)?</p>	
<p>*What If: What would happen if your program didn't exist?</p>	
<p>*Program DemographicsInstructions: Download and to the best of your ability, fill out the section best suited for your program or project: Ongoing Programs/Continuing Programs, New Programs or Projects, or Unique Situations. Once data is entered and saved, upload the document back into this section by clicking the upload button and attaching your saved document.Continuing & Ongoing programs: fill out the demographic table with unduplicated individuals served from January 1, 2024 through December 31, 2024. If data is not collected for certain demographic categories, leave the space blank. Use the space provided to note any clarifications that will be helpful for reviewers.New programs and projects: fill out the number of unduplicated individuals the program or project expects to serve. Check the boxes next to the demographic categories you plan to collect. Use the space provided to note any clarifications that will be helpful for reviewers.Unique situations: Some organizations do not provide services directly to individuals. for example, they may serve other organizations such as a food bank providing services to food pantries or they may do work to coordinate organizations in a coalition to improve systems. If your program does not provide direct services to individuals, or a portion of the program involves work not directly dealing with individuals, please use this space to provide data so reviewers get a sense of a year's worth of work.</p>	
<p>*Equity: Discuss how your organization works toward equitable outcomes in the community. Include discussion on equity goals and strategies; steps taken to work toward equitable outcomes in the community; how your organization in general and/or program specifically are culturally responsive to those being served; how it reaches and includes people from different backgrounds particularly those at risk for disparate outcomes; and how it works against structures of oppression. <i>(recommend no more than 750 words)</i></p>	
<p>*Partnerships and Collaborations: Discuss key partnerships and collaborations with other programs and/or organizations. How do partnerships and collaborations enhance your work? Be specific about partnership roles and how partnerships strengthen the program. Provide at least one example. <i>(recommend no more than 500 words)</i></p>	
<p>Notes: Is there anything else you'd like to share about your program or project that wasn't asked above?</p>	

Program Budget and Funding

Program or Project Budget & Funding

***Requested amount of program/project support for 2026:2025**
awards ranged from \$5,000 to \$40,000. The maximum award amount for any organization is \$50,000.

***What fiscal year does this program operate on? (Start Month-End Month)**

***Organization Budget:** Upload your organization's current budget. *Accepted files are Word, Excel, or pdf.*

***Current Fiscal Year Budgeted Expenses:** Input the total expense amount on the attached current budget. Round to the nearest dollar.

***Program/Project Budget:** Upload your budget for the proposed program or project. This should be the total program budget, not just the portion being requested. *Accepted files are Word, Excel, or pdf.*

***Program/Project Expense Total:** Input the annual cost of the program or project. *Round to the nearest dollar.*

***Budget Narrative:** Describe how grant funds will be used to support the project. Include calculations or reasoning to support the amount of each line item.

Funding Sources

***List your planned sources of revenue, anticipated amount of support, and status of funds (requested, confirmed, future request, future event/campaign, other) over the next 12 months for this program. If other status, please provide a short explanation in the status box. Click on the SAVE or Add Another button after inputting each funding source.**

NSC_Funder	NSC_AmountReq	NSC_FundStatus
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Funding Source Notes: Use this space to provide any needed clarification regarding the sources of funding for your program or project.

***Budget Deficits:** Describe how the organization handles or will handle program income deficits. What happens if the organization can't raise enough funds to support the whole expense budget of the program/project?

***Leverage:** How will a Great Rivers United Way investment in this program or project help to leverage additional funds or support? (300 words max)

Gift Impact

How do these gift/donation amounts impact the program? These are used in GRUW marketing to show donors what a weekly gift of \$1, \$2, \$5, or \$10 can mean for supported programs.

Tip: Please provide four unique statements. Do not simply multiply one statement by 2, 5, 10.

* \$52 provides/covers the cost of:	
* \$104 provides/covers the cost of:	
* \$260 provides/covers the cost of:	
* \$520 provides/covers the cost of:	
Notes: Is there anything else you'd like to share about the organization's or the program/project's financials and budget?	

Organization Oversight Grant Management

Operations, Oversight & Grant Management

***Oversight:** Describe how your volunteer Board of Directors and/or other volunteer committees provide oversight for the organization. Include frequency of meetings, items covered at every Board Meeting (i.e. approval of minutes), items periodically reviewed and discussed at meetings, and any other pertinent information that will help reviewers understand the role of your board.

Board Roster: Please upload a roster of your Board of Directors including names of all board members and email and phone contacts for officers.

Board Minutes: Please upload your organization's last two sets of board minutes.

***Board Minutes Set 1:**

***Board Minutes Set 2:**

Audit: Please upload your most recently completed independent audit or independent financial review. *If your file is too large to upload, please email Liz at levans@gruw.org

***IRS Form 990:** Please upload your organization's most recently filed IRS Form 990.

***Comparative Financial Statement:** Please upload your most recent end of year financial report comparing budget to actual income and expenses.

*Number Grants: On average, how many grants does your organization receive and manage annually?	
*Types of Grantors: What type(s) of grants has your organization received? <i>Check all that apply</i>	
Other Please explain:	
*Annual Grant Award Total: On average, how much does your organization receive in grant dollars every year?	
Grant Management: What policies and/or procedures are in place to ensure proper management of grants? If policies and procedures are not formalized, please describe your process for managing grants. Please address fiscal management, fiscal reporting, and data management regarding people served and the impact of the grant.	
Notes: Is there anything else you think is important to share with reviewers about your organization's oversight and grant management?	

Basic Needs Application Data Table (to be downloaded and filled out and attached)

Great Rivers United Way Basic Needs Application Data Table

Please fill out the section of this document that best fits your program or project: **Ongoing Program, New Program or Project, or Unique Situations.**

Ongoing Programs: Fill out the cell to the right of each category with unduplicated individuals served from January 1, 2024 through December 31, 2024. If data is not collected for certain demographic categories, leave blank.

Unduplicated Number Served			
County			
Buffalo			Monroe
Crawford			Trempealeau
Houston			Vernon
Jackson			Other
La Crosse			Unknown
Race		Age	
White/Caucasian			Under 18
Black/African American			18-64
Asian			65+
American Indian/Alaskan Native			
Native Hawaiian/Pacific Islander			
		Sex/Gender	
More than One Race			Female
			Male
Ethnicity		Other Gender Identity	
Hispanic			
Hmong			
Type any notes in the space below			

Please fill out unduplicated numbers of people served for the following identities from January 1, 2024 through December 31, 2024. If information for any category is not collected, input N/A. If information is collected for a household and not individuals, indicate that in the cell.

Other Identities				
LGBTQ+			Homeless	
Veteran			Unsheltered Homeless	
Has Disability			Low Income	

New Programs or Projects: How many unduplicated individuals does the program or project anticipate serving in one year. Check the boxes for demographic categories you plan to collect.

Total Unduplicated Individuals Projected to Serve:			
Unduplicated Individuals Projected to Serve by County:			
Buffalo		Monroe	
Crawford		Trempealeau	
Houston		Vernon	
Jackson		Other	
La Crosse		Unknown	
Data Categories Program or Project will Collect			
<input type="checkbox"/> Sex/Gender Identity		<input type="checkbox"/> Race	
<input type="checkbox"/> Ethnicity		<input type="checkbox"/> Age	
<input type="checkbox"/> Income/Poverty		<input type="checkbox"/> Disability Status	
<input type="checkbox"/> LGBTQ+ Status		<input type="checkbox"/> Housing Status	
<input type="checkbox"/> Veteran Status			
Notes:			
Type notes here			

Unique Situations: Some organizations do not provide services directly to individual people. For example, they may serve other organizations such as a food bank providing services to food pantries or they may do work to coordinate organizations in a coalition to improve systems. If your program or project does not provide direct services to individuals, please use this space to provide

actual for calendar year 2024 (for continuing/ongoing programs) or projected 2026 (for new programs) data that will help reviewers get a sense of a year's worth of work.

APPENDIX 3: VOLUNTEER REVIEWER SCORING RUBRIC

Category	Program Narrative	Point Value
Need	Food, Shelter, or Safety Need clearly defined and supported by data	10
Impact	<p>Proposed program or project incorporates research, evidence, and/or best practices.</p> <p>and</p> <p>Proposed program or project will achieve measurable outcomes in <u>helping</u> people with food, shelter, and/or safety needs</p> <p>or</p> <p>Proposed program or project will achieve measurable outcomes in <u>preventing</u> people needing food, shelter, or safety services in the future (or both)</p>	10
Measurement	<p>Plan for collecting data* that will measure impact of the program/project.</p> <p>Measurements should show volume of work done AND the anticipated change the program or project will make for those participating or in the community as a whole.</p> <p>*Reviewer Note: It is not a requirement to collect all data points on the demographic table as it is not appropriate for all programs to collect all demographic categories listed.</p>	10
Equity	<p>Organization develops and implements equity goals and strategies e.g. hiring practices, flexible benefits or holidays, inclusive environment, etc.</p> <p>Program or project is culturally responsive, meaning diversity is valued and the program adapts to meet the unique needs of those being served.</p>	10

	Program or project has a plan for reaching populations at risk for disparate outcomes (people of color, people with disabilities, people living in rural areas, people who identify as LGBTQ+, etc.)	
Partnerships & Collaboration	<p>Application is written as a collaborative project in which more than one organization is fully invested in the program: involved in program activities, decision-making, and will share in any grant award.</p> <p>Organization works with partners to solve problems involving food, shelter, and safety in the community.</p> <p>Organization works with partners to provide wrap-around care and service to people in need of help.</p>	10
Total	Program Narrative Total Points	50

Category	Program Budget & Funding	Point Value
Complete	Requested financial information is provided and complete	5
Program Budget	Program budget is reasonable in the context of the program or project as described in the narrative	5
Funding Sources	The organization identified other sources of support for the program or project	5
Deficit Plan	The organization has a concrete plan to deal with budget deficits.	5
Total	Program Budget & Funding	20

Category	Operations, Oversight & Grant Management	Point Value
Organization Operations	<p>Does the organization operate in a fiscally sound manner?</p> <ul style="list-style-type: none"> Does the organization budget reasonably well according to their end-of-year comparative financial statement? 	10

	<ul style="list-style-type: none"> Does the organization file their IRS Form 990 within 11 months of their end of fiscal year? Is the audit or financial review performed by an independent CPA? Does the organization have enough revenue to cover expenses? Does the organization's end-of-year balance increase or decrease year over year? 	
Board Oversight	<p>Does the board of directors have appropriate fiscal and strategic oversight?</p> <ul style="list-style-type: none"> Look for discussion and approval of financials in the minutes Do minutes reflect Board members engaging in discussion of organizational strategy and fiscal oversight 	10
Grant Management	<p>Rate the organization's ability to manage a grant award?</p> <ul style="list-style-type: none"> Experience and/or solid plans for grant management Ensuring funds are used for the awarded program Key staff have defined roles in managing the award Procedures exist for data collection and filing reports 	10
Total	Operations, Oversight & Grant Management Total Points	30

Review Process	
Eligibility Screen	Yes/No
Proposal Review	
Program Narrative	50
Program Budget & Funding	20
Operations, Oversight & Grant Management	30
Sub-total	100
Bonus	

Meets one or more funding priority areas	Yes/No
Addresses equity and/or disparate outcomes	Yes/No
Funding Recommendation	
Community Investment Volunteer Funding Recommendation	1-5