



United Way  
of the Tri-Valley Area

# The Very Basics Fund Policy

## Very Basics Fund

The purpose of **The Very Basics Fund** is to distribute funds that are designated to broad impact areas such as food, fuel and shelter in Greater Franklin County, Livermore, and Livermore Falls, Maine.

The Very Basics Fund Committee is comprised of diverse community members who represent many regions of Greater Franklin County.

**The Board of Directors has established the following procedures regarding The Very Basics Fund:**

- The Very Basics Fund is comprised of funds that have been raised or donated by individuals or businesses that specifically support basic needs such as food, fuel, or shelter. Funds will be distributed through an application process.
- Applicants must be non-profit organizations (may include service organizations, schools, chambers, etc.).
- Applications are completed on-line at <https://www.uwtva.org/what-we-do/funding/verybasics>
- If there is over \$500 in the fund, there will be an announcement of the availability of funding twice a calendar year:
  - February for an April due date and a June payout
  - August for an October due date and a December payout
- Approving Authority Structure:
  - Less than \$500 – Executive Director & Very Basics Chair
  - Between \$501 - \$2,500 – E-mail voting by Very Basics Fund Review Committee
  - Greater than \$2,501 – Convene Very Basics Fund Committee and interview applicants in person. The chair reserves the right based on number of applicants and funds available to convene the committee but forgo interviewing applicants.
- A maximum of eight community members will serve on the Very Basics Fund Review Committee. The Chair of the Very Basics Fund must be a Board member.
- At least a quorum of voting members must be present to vote on applications.
- The Very Basics Fund Chair will be responsible for reporting to the Board of Directors a summary of approved applications.
- Funds must be spent within one year of the award; unspent funds will be returned to UWTVA.
- For distributions over \$500, a final report is due to the United Way within one year of funding). Applicant/Partner agrees to submit an annual report (within one year of grant award). Noncompliance in report submission will result in applicant/partner to serve a one year waiting period to reapply for funding.
  - For funding with June payout, report is due June 1 of the following year.
  - For funding with December payout, report is due December 1 of the following year.

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