

## 2026 Frequently Asked Questions for UWSWOK Agency Applications

### **Agency Budget - Should the applicants use the United Way Form provided or are they able to upload their own budget form?**

We highly recommend using the budget form provided by United Way. It simplifies the review process for CIC volunteers by allowing them to look at similarly formatted budgets across agencies and programs.

### **Board involvement: - Some of the agencies have a percentage of their board made up of program participants. These participants often have a lower capacity for giving. What is our recommendation to show board engagement?**

Provide a detailed description of your board engagement with your agency that includes volunteering, outreach and board attendance under the question "How do they demonstrate an active role in the organization?" You can also include in your description of your organization's Board of Directors/volunteer leadership/governing body structure information about program participants participating and why your agency has chosen to include them in leadership positions.

### **When completing the application, should the applicant use duplicate numbers or unduplicated numbers for race, income, county and # of families served?**

Demographic information such as age, gender, race, income, geography and family are typically unduplicated numbers.

### **HMIS reporting software uses different age brackets. How should the agency note that difference when completing the application?**

Please place the numbers in the category that most closely corresponds with your system. Then make a note of the differences in "What else would you like us to know about your program?"

### **Bonus Hint:**

Tell your story. Be sure to answer the questions asked, but use the application to tell your story about what your program does and how it impacts individuals and families in our community.