

Community Investment Process

SITE VISIT GUIDELINES – ONE program (55 minutes total)

1. Overall Agency Description (5 minutes)

2. Program Presentation (20 minutes)

Provide brief program description and the community needs the program addresses. Describe the program’s impact on client’s lives, the community, and share key programmatic outcomes. Indicate programmatic and organizational highlights (outcomes achieved, benchmarks met, etc.) and challenges (funding losses, barriers to service provision, etc.) during the past year. Be sure to include how United Way funding will be used. It is strongly encouraged to incorporate staff, clients and/or board members in the program presentation portion, as appropriate.

**Agencies that are applying for multiple programs will be allotted additional time per program. See below for time allotments.*

3. Tour/Observation (15 minutes)

Please give us a tour of your site and any important features the panelists should know about.

4. Question & Answer Session (15 minutes)

Please leave time for any questions that the panel members may have. This is important as it will clear up any remaining questions they may have about your program.

*MULTIPLE PROGRAMS:

TIME ALLOTMENTS:

1 program:	55 minutes
2 programs:	75 minutes
3 programs:	105 minutes
4 programs:	130 minutes

TIME BREAKDOWN EXAMPLE – 3 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Program Three:	20 minutes
Tour/observe:	20 minutes
Question and Answer:	20 minutes

TIME BREAKDOWN EXAMPLE – 2 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Tour/observe:	15 minutes
Question and Answer:	15 minutes

TIME BREAKDOWN EXAMPLE – 4 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Program Three:	20 minutes
Program Four:	20 minutes
Tour/observe:	20 minutes
Question and Answer:	25 minutes

Community Investment Process

PRESENTATION GUIDELINES – ONE program (55 minutes total)

Agencies that are not able to host an on-site visit due to confidentiality, seasonal programmatic conflicts or geographic concerns, are asked to prepare a formal presentation for the panel.

1. Overall Agency Description (5 minutes)

2. Program Presentation (20 minutes)

Provide brief program description and the community needs the program addresses. Describe the program’s impact on client’s lives, the community, and share key programmatic outcomes. Indicate programmatic and organizational highlights (outcomes achieved, benchmarks met, etc.) and challenges (funding losses, barriers to service provision, etc.) during the past year. Be sure to include how United Way funding will be used. It is strongly encouraged to incorporate staff, clients and/or board members in the program presentation portion, as appropriate.

**Agencies that are applying for multiple programs will be allotted additional time per program. See below for time allotments.*

3. Client Perspective (15 minutes)

You will be given 15 minutes to share the human impact of your work. This portion of your presentation replaces the tour/observation portion of a site visit. During this segment, we suggest that agencies line up a client or consumer to talk about how your program makes a difference in their life, show a slideshow or PowerPoint with pictures illustrating your work, or have a video that demonstrates the impact of your program’s work.

Please call United Way at 218-999-7570 to discuss your audio/visual needs.

4. Question & Answer Session (15 minutes)

Please leave time for any questions that the panel members may have. This is important as it will clear up any remaining questions they may have about your program.

*MULTIPLE programs:

TIME ALLOTMENTS:

1 program:	55 minutes
2 programs:	75 minutes
3 programs:	105 minutes
4 programs:	135 minutes

TIME BREAKDOWN EXAMPLE – 2 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Client Perspective:	15 minutes
Question and Answer:	15 minutes

TIME BREAKDOWN EXAMPLE – 3 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Program Three:	20 minutes
Client Perspective:	20 minutes
Question and Answer:	20 minutes

TIME BREAKDOWN EXAMPLE – 4 programs

Overall Agency Description:	5 minutes
Program One:	20 minutes
Program Two:	20 minutes
Program Three:	20 minutes
Program Four:	20 minutes
Client Perspective:	20 minutes
Question and Answer:	30 minutes