

Application Submission Policy
United Way Community Impact Fund Grant Review

Submission of grant applications:

All applications must be submitted to the United Way of San Luis Obispo County office located at 1288 Morro St, Ste 10, San Luis Obispo no later than the deadline date and time stated on the grant application. Applications that are postmarked as of the deadline date but received after will not be accepted. Faxes will not be accepted. If a faxed application is received prior to the deadline date, staff will call and inform applicant that they need to physically submit the application to the United Way office prior to the deadline date and time stated on the application.

Missing Information:

Written Grant Applications:

Prior to grant deadline

When possible, staff will review the grant applications for completeness. If questions are not completed, staff will call the applicant and inform them of the incomplete application and put them on notice they have until the deadline to submit a complete application.

After grant deadline

Incomplete applications are to be accepted as a complete application. A non-answer is considered an answer and will be scored as a zero.

Financial Review:

Prior to and after grant deadline

Staff will review for completeness of financial package. If exhibits are missing, staff will request missing document(s) prior to the completion of the Financial Review. If applicant does not submit the requested information, the application will be considered incomplete and will be withdrawn by United Way from consideration.