

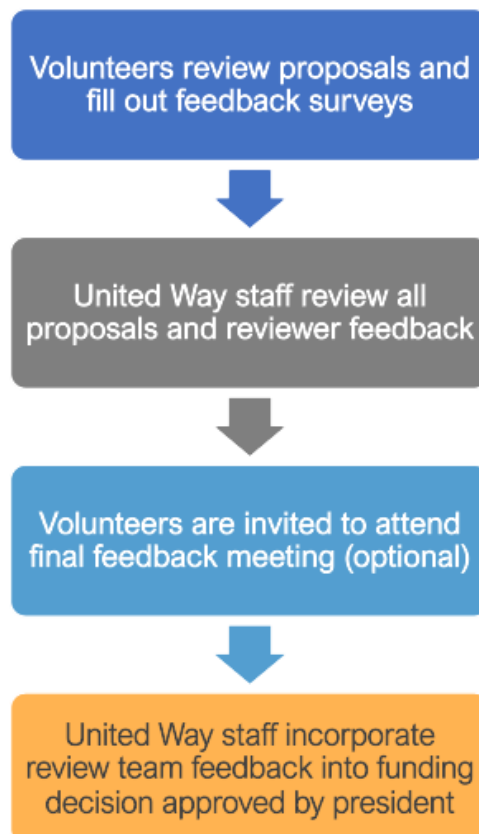
## UNITED WAY OF OLMSTED COUNTY FUNDING REVIEW VOLUNTEER OVERVIEW

Funding review volunteers support United Way of Olmsted County in our mission of uniting people and resources to help everyone in Olmsted and Winona County reach their full potential. Funding review volunteers work with other community volunteers and United Way staff to review written and recorded grant proposals to provide feedback regarding where United Way should invest resources to make the greatest impact. Volunteers get to learn about the community, share their knowledge, and work collaboratively with other volunteers who are committed to helping everyone in Olmsted and Winona County thrive.

**After reviewing this document, you can let us know if you'd like to volunteer by completing our [Volunteer Interest Form](#) by May 6th.**

### Funding Review Process

We are seeking volunteers to review applications for Civic Engagement grants. These grants will provide funding to nonprofit programs in Olmsted and Winona County that address barriers to civic engagement in communities most impacted by systemic barriers. You can learn more about what we're funding by reading our [Civic Engagement Request for Proposals](#).



## **Funding Review Team Roles:**

### **Your role as a Funding Review Volunteer:**

We rely on community members, especially those with experience in the grant area, to assist United Way staff in evaluating proposals and making funding recommendations. Reviewers will complete feedback surveys for each proposal they read. Then, United Way staff will incorporate these surveys into funding recommendations, while also taking into consideration alignment with United Way's mission and investment strategies. United Way staff will communicate with all reviewers at the end of the review process to share final funding recommendations.

### **Staff Role on the Funding Review Team:**

Funding review teams are led by a United Way staff member. The staff member is responsible for ensuring volunteer reviewers have the training and resources they need to read and evaluate proposals using an evaluation rubric. The staff person also provides a preliminary review of proposals to ensure that programs are aligned with the United Way mission and the RFP funding goals. After considering your feedback, Staff will make funding recommendations to the Board of Directors for final approval.

**\*\*\*Reviewers must indicate interest by May 6<sup>th</sup> via the [Volunteer Interest Form](#)\*\*\***

## Funding Review Volunteer Position Description

### Full application review:

During review, volunteers will be asked to review written and recorded program proposals assigned to them by United Way staff. All reviewers are required to attend a 1-hour online training session during which United Way staff will walk you through the review process and your role. We will provide you with review guidelines to assist you in your reviews. **After reading or watching each proposal, you will complete an online survey to provide feedback** to United Way of Olmsted County staff as they move through the review process. United Way staff will use reviewers' feedback along with internal criteria to select the programs that will be recommended for funding.

*If you would like to volunteer but cannot attend the training session, please contact Sierra Verdin at (507) 535-5504 or [sierrav@uwolmsted.org](mailto:sierrav@uwolmsted.org).*

### Timeline:

- **May 8<sup>th</sup> 10:30- 11:30 AM** — Participate in a 1-hour onboarding session to take place via Zoom. If you are unable to attend this training, you will be required to watch the recording at a later date.
- **May 10<sup>th</sup> 12:00pm-1:00pm— (Optional)** Participate in Review Team “Teach-In” session to take place via zoom. Each participant will share a topic, data source(s), or piece of media which highlights their interests in increasing civic engagement.
- **May 17<sup>th</sup>- 23<sup>rd</sup>** — Review a mix of approximately 8-10 written and recorded (10-20 minute) grant applications. Evaluate applications using our evaluation rubric and submit your evaluations online.

*Estimated time commitment: 5-6 hours*

**May 24<sup>th</sup> at 11:30-12:30 PM — (Optional)** Participate in a 60-minute meeting with other reviewers to make recommendations on which applications to recommend for grant funding via zoom.

### Requirements:

Funding review team volunteers must:

- Attend all required meetings, as listed above
- Carefully read and evaluate written and recorded proposals by determined deadlines
- Have personal or professional experience **or** interest in civic engagement for Southeast Minnesota residents
- Be comfortable with open, direct, and constructive communication
- Maintain confidentiality
- Complete volunteer forms, including a Conflict-of-Interest Declaration disclosing involvement with any agencies submitting proposals
- Be able to speak, understand, and read large amount of information in English
- Have access to a computer or other device that allows you to complete online surveys and participate in online meetings via Zoom.

### **Honoraria:**

We appreciate the time and knowledge volunteers bring to the proposal review process. To ensure that our work is grounded in relevant expertise and is carried out in an equitable way, United Way of Olmsted County offers honoraria to community members and small community-based agencies who possess specific knowledge that is important to our work and who face barriers to participating without some form of compensation.

Funding review volunteers are eligible to request an honorarium if they are coming from a historically civically disenfranchised population (Black, Indigenous, other person of color, immigrant, refugee, LGBTQ+, low-income, disabled) and are not being paid by their employer for time reviewing proposals. Eligible community members may receive a one-time honorarium upon successful completion of the commitments outlined above. Honoraria for application reviewers will be \$100.

Community-based agencies may also be eligible to request an honorarium to help offset their in-kind contribution of a representative's time and relevant expertise. Agencies with expertise in supporting civic engagement of historically marginalized communities are eligible to request an honorarium if the agency has fewer than 5 full-time staff members and annual revenues under \$750,000. Eligible agencies may receive a one-time honorarium upon a staff representative's successful completion of the commitments outlined above. Honoraria for application reviewers will be \$100.

Eligible funding review volunteers must request the honorarium no later than the date of the volunteer onboarding meeting (**May 8<sup>th</sup>**). Individuals or agencies pre-approved to receive an honorarium must complete an IRS Form W9. Honoria payments will be made within a month of completion of all required activities via mailed check.

### **Contact:**

If you have questions, concerns, or accommodation needs regarding this volunteer commitment, please contact Sierra Verdin, Grants Coordinator (sierrav@uwolmsted.org) or (507) 535-5504