

# Pre-Application Review & Eligibility Decision Policy

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## Purpose

This policy outlines the process and criteria by which River Valley United Way (RVUW) reviews pre-applications and determines which organizations will be invited to submit full grant proposals.

## Pre-Application Review Process

- 1. Submission Required:* All interested organizations must complete a pre-application (Intent to Apply) by the stated deadline to be considered for funding.
- 2. Review Criteria:* Submissions will be reviewed based on the following:
  - Alignment with at least one of RVUW's three impact areas:
    - Healthy Community      - Youth Opportunity      - Financial Security
  - Clarity of the program's purpose and proposed use of funds
  - Service to counties within RVUW's service area
  - Organizational eligibility (e.g., 501(c)(3) status, good standing, etc.)
- 3. Staff & Volunteer Review:* The pre-application will be reviewed by RVUW staff and a designated volunteer committee using a standardized rubric.

## Invitation to Apply

- 1. Notification:* Organizations will be notified whether or not they are invited to submit a full application within a reasonable timeframe after the pre-application deadline.
- 2. Feedback:* Organizations not invited to apply may request brief, high-level feedback on their submission. This feedback will not include scores or reviewer names.

## Appeals & Final Decision

- No Appeals Process: Decisions regarding invitations to apply are final and not subject to appeal.
- Fairness & Consistency: RVUW is committed to treating all applicants fairly and consistently. Review criteria will be applied uniformly across all pre-applications.
- Disqualification: Submissions may be disqualified if they are incomplete, received after the deadline, or do not clearly align with RVUW's impact areas or funding priorities.

## Policy Oversight

This policy will be reviewed annually by the RVUW Board of Directors and updated as needed to reflect best practices and community needs.