



## Inquiry Guide

### General Information

Please be sure your agency and program meet all requirements before submitting an inquiry.

It is the responsibility of the submitting inquiry to ensure their inquiry is complete and meets requirements.

As United Way of Smith County, programs should focus on serving Smith County residents.

The agency name will be the organization's name as identified on federal and state documents.

In your agency description, please explain your agency's services, impact on the community, and the community's need for your agency.

If your agency does not have a CEO or ED, please include the primary decision maker for the agency and clarify their position in the comments section.

Please state your mission statement as approved by your board in the appropriate box.

In the brief history, provide details on when your agency was founded, the area you serve, and how you have grown to meet client needs.

### Programs

All previous fields must be filled out to access the "Programs" section. Please click on the + to add a program. Inquiries without a program will not be complete and will not be considered for an application.

Ensure that the program you submit meets the program requirements.

Please add the program title on the program page for which you would seek funding. If there is a specific person we should contact regarding this program, please include their contact information.

You may add more than one program in your inquiry. However, all programs must meet the requirements.

**Other Notes**

The application will time out if left for more than 20-30 minutes, be prepared to complete it in one sitting.

Documents are not required at the time of the inquiry but will be needed for the application.

If you do not meet the requirements now but will in the future, wait to submit your inquiry.

*Updated March 2024*