

## **Tygart Valley United Way Appeal Process**



United Way has developed a community review and allocation process that is intended to be volunteer-driven, fair, accountable, and sensitive to agency input and to community priorities. This process should be responsive to donors, inclusive, flexible, oriented toward the long term and not intrusive of agency missions.

The purpose of this review and allocation process is to validate for contributors and others that the United Way dollars are invested in agencies and programs that have an impact on significant community problems.

### **Basis for Appeal**

Tygart Valley United Way believes that its program review and allocations process provides member agencies with ample opportunities to present their case for funding. Appeals shall only be made to address extraordinary situations, which include:

1. The Tygart Valley United Way violated its program review and allocations process or policies in making a fair allocation;
2. The agency can document information or events that have occurred since the application process began that have a significant impact on the financial situation of the organization;
3. The Tygart Valley United Way made a factual error or seriously misinterpreted or misunderstood some aspect of the agency's presentation.

The decision to accept appeals for these or other reasons meriting consideration will be made by the Committee Chair, the Vice-Chair, and the Board President.

An agency's desire to reemphasize points already made is not considered a valid basis for an appeal. An appeal requested on the sole basis of dissatisfaction with the recommended allocation level may be refused.

### **Appeal Procedure**

If an agency wishes to appeal, the United Way office must receive notification in writing within 10 working days of the date of the notification letters. Appeal letters are to be addressed to the Chair of the Community Review Committee and should include a brief statement specifically citing the reason(s) for the appeal request. The United Way will respond in writing within 10 working days.

Appeals are heard by the Community Review Committee chair, one BOD member who is uninvolved, and the President of the Board. Information obtained during the appeals meeting will be considered by the Committee and a final decision to accept or adjust the appealed allocation will be made. A summary of the appeal will be presented to the Board of Directors at its next regularly scheduled meeting. Written notification of the decision will be sent by mail to the agency.