

**Early March**

Panel Chairs meet with CRC Chair and UW staff to assess the 2015-16 process and make recommendations for 2016-17.

**By July 31, Mid-Year Progress Reports are due to UW**

**By September 9 Agency applications due to UW**

**October 7, 7:00 – 8:30 a.m. (Heartland Point)**

- First meeting of the entire Citizen Review Committee
- Distribution of Application Materials
- Process Overview

**Agency Visits  
are always a  
Panel's Option**

**By October 21 – panels email questions for agencies to United Way**

**By October 28 – agencies email answers to questions to United Way**

**November 1, 2, 3 - 4-8 p.m. (Wayne College) Presentations made by agencies**

**Before December 9**

Panels meet separately to develop their 2017 grant recommendations and any comments for the agencies  
Send to UW office so staff can prepare worksheet for 12/9 meeting

**December 9, 7 – 8:30 a.m. (Heartland Point)**

Meeting of the entire Citizen Review Committee to develop first draft of 2017 grant recommendations

**January 6, 2017, 7:00 – 8:00 a.m. (Heartland Point) Panel Chairs meet only if necessary!**

Panel Chairs meet to develop final CRC recommendations – revise per 2016 Campaign results/projection

**January 17, 2017, 7 a.m.:**

The Citizen Review Committee's recommendations for 2017 grants are presented to the UW Board.

**Letters with recommendations and comments from the panels are sent to each agency, with grant confirmation, as soon as possible after the Jan.17th UW Board meeting. Agencies receive their first grant payments before the end of January.**