

Revised 4/4/17

2017-18 Citizen Review Process Timeline **specific information for applicants noted in red**

1/6/17: Panel Chairs met with Board Chair and UW staff to assess the 2016-17 process and made recommendations for 2017-18.

May 31, 7:30 – 8:30 a.m. – meeting for applicants, Heartland Point Community Room

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

By September 8 Agency applications due to UW

October 6, 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 20 – panels email questions for agencies to United Way

By October 27 – agencies email answers to questions to United Way

November 7, 8, 9 - 4-8 p.m. (Wayne College) Presentations made by agencies

Before January 12, 2018

Panels meet separately to develop their 2018 grant recommendations and any comments for the agencies

Send to UW office so staff can prepare worksheet for 11/12/18.

January 12, 2018, 7 – 8:30 a.m. (Heartland Point)

Meeting of the entire Citizen Review Committee to develop first draft of 2018 grant recommendations

February 9, 2018, 7:00 – 8:00 a.m. (United Way Office)

Panel Chairs meet to develop final CRC recommendations – revised per 2017 Campaign results/projection, and discuss panelists' evaluation of the process and discuss improvements/changes to implement for 2018-19.

February 20, 7 a.m.:

The Citizen Review Committee's recommendations for 2018 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 2/20 UW Board meeting. Agencies receive their first grant payments before the end of February 2018.