



United Way of Asheville
and Buncombe County

2011 FOCUS AREA CALENDAR

January

4	Deadline for Letters of Intent to be submitted to United Way
14	Notification sent to those submitting Letters of Intent whether program can submit application

February

4	Deadline for Community Fund application submissions to United Way
9	(Chairs) Community Fund Committee meets (addresses any relevant issues) – 90 min
16	United Way Board meets – addresses issues brought by Community Fund Cte
21-25	(All Focus Area members) Focus Areas hold first meetings & set April meeting dates

March

1	Questions to programs and scoring begin online
11, noon	Deadline for Focus Area members to pose questions to programs (via SurveyMonkey)
15	Questions sent to programs to complete
22, noon	Deadline for programs to complete written responses
25	Website has responses to questions online

April

1	Deadline for Focus Area members to complete scoring online
5-21	(All Focus Area members) Focus Area meeting(s) held to determine funding recommendations – 2 ½ hours/meeting

May

Early	(Chairs) Meet to finalize funding recommendations to Community Fund Committee
11	(Chairs) Community Fund Committee reviews and makes approval of funding recommendations to the board – 90 minutes
18	United Way Board meets to finalize and approve program funding
19	Contracts sent out to funded partners/programs

June

18	Deadline for programs to sign and return contracts
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July

1	2011-2012 Focus Area funding begins
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August

During	Focus Areas re-convene to review process, look at other topics
10	(Chairs) Community Fund Committee meets (addresses any relevant issues, if needed) – 90 minutes
17	United Way Board meeting – addresses issues brought by Community Fund Cte

October/November/December

During	Focus Areas convene on RFP, other topics
11/9	(Chairs) Community Fund Committee meets to finalize recommendation to the board of 2012-13 RFP, etc. – 90 minutes
11/16	United Way Board Meeting approves 2011-12 RFP and Community Fund process
11/17	RFP announced, sent to possible applicant partners/programs

December

During	Orientations for program applicants for Focus Areas – 60 minutes
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Items boxed are for informational purposes only.