



United Way of Addison County

2019 Community Impact Funding Request for Proposals

Submission Deadline:

Email as single PDF to
info@unitedwayaddisoncounty.org
by 12 noon, February 1, 2019

For Questions or More Information Contact:

Helena Van Voorst, Executive Director
helena@unitedwayaddisoncounty.org

United Way of Addison County
48 Court Street
PO Box 555
Middlebury, VT 05753
www.unitedwayaddisoncounty.org



2019 Community Impact Funding

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INTRODUCTION

This Request for Proposals (RFP) is written to assist you in understanding the Community Impact (CIF) rationale and funding process. It is strongly recommended that you review the full contents of this handbook as you complete your application.

UWAC Mission & Purpose

United Way of Addison County (UWAC) mobilizes the caring power of individuals and organizations to improve lives and strengthen Addison County. For 51 years, UWAC has played a leadership role in identifying and addressing our community's most pressing needs. Through the Community Impact Funding model, UWAC ensures that the community's donations are distributed effectively and used to make the greatest possible measurable impacts in Addison County.

Areas of Focus

We focus our efforts in three areas: Health, Education, and Financial Stability. Any organization receiving a Community Impact Funding grant from UWAC must clearly align with one of these areas of need. Every year we accept applications under *one* of these focus areas and make 3 year grants (funding dependent on the success of our annual campaign).

We are currently accepting applications for HEALTH programs. We will accept applications for Education in 2020 and Financial Stability in 2021.

HEALTH programs must address one or more of the following:

- Mental health
- Physical health
- Dental health
- Emotional well-being
- Substance abuse prevention, treatment, and/or recovery
- Living independent and safe lives
- Access to timely and affordable quality healthcare
- Health education, supporting healthy choices

EDUCATION programs must address one or more of the following:

- Equipping families to support the social emotional needs of their children
- Ensuring that children and youth are ready to learn
- Children and youth are at or exceed grade level learning
- Children and youth have skills and competencies to succeed



- Youth graduate from high school or equivalent
- Youth and young adults have skills, knowledge, and behaviors for higher education or employment
- Children and youth make healthy living choices and/or have healthy relationships
- Continuing education for adults

FINANCIAL STABILITY programs must address one or more of the following:

- Basic needs of everyone in Addison County are consistently met
- Job skills and/or placement
- Permanent, safe, and affordable housing
- Food security

GENERAL INSTRUCTIONS

Criteria for Funding

As noted below, applicants must fulfill all requirements as outlined in this Request for Proposal. Failure to include the required supporting materials or schedule a site visit may result in your application being removed from consideration. Eligible proposals will be scored by a team of volunteer reviewers as follows:

- Organizational Overview (50 total available points)
- Program Information (75 available points)
- Evaluation (55 total available points)
- Program Budget (20 total available points)

Eligibility for Funding

To be considered for a Community Impact Funding grant, an agency must:

- Be exempt from income taxes under section 501(c)3 of the IRS
- Directly serve the residents of Addison County, Vermont
- Employ staff and provide services without discrimination on the basis of race, religion, gender, age, origin, sexual orientation, or any other legally protected status under Federal or State law
- Fulfill all requirements as outlined in this Request for Proposals, including participation in a site visit
- Be a financially secure, ongoing operation independent of any funding that may be received from UWAC



How Much Funding to Seek

The maximum grant award is \$22,500/year. When deciding how much to ask for, you should be aware that the Community Impact Funding Committee will consider the following:

- How much potential impact the proposed program will have in Addison County and the likelihood of success of the proposed program as described in the proposal
- The demonstrated need in Addison County for the proposed program
- The availability of additional resources and funding from non-UWAC sources
- The size of the grant in relation to the agency's operating budget
- The ability to leverage UWAC funds with matching funds from other sources
- All funding is contingent on the success of UWAC's annual campaign

Timeline for Funding

Grants Due: Friday, February 1, 2019 by NOON

Site Visits: March 2019 (exact dates will be scheduled in February)

Awards Announced: Friday, April 26th, 2019

First Grant Payment: Tuesday, April 30th, 2019

Application Instructions:

Failure to follow these instructions in full may result in your proposal being removed from consideration or a loss of points:

- Answer all questions in the order listed
- Use the headings provided
- Pages exceeding stated limits for each section will not be viewed or considered by reviewers
- Use standard 1-inch margins and Times New Roman font size 12 (does not apply to supporting materials)
- Do not include any materials not specifically requested at this time
- Submit your final application as a single PDF document
- Application must be submitted via email to info@unitedwayaddisoncounty.org no later than NOON on Friday, February 1, 2019

Asking Questions:

We're here to help! If you have questions about your application or anything in this handbook, please email your question(s) to helena@unitedwayaddisoncounty.org. In an effort to avoid miscommunication, we will respond to your question(s) in writing and use the same response for others asking the same/similar questions. We cannot guarantee a response to questions asked the day before or of the deadline.



2019 Community Impact Funding Application

COVER SHEET

Agency Name	
Physical Address	
Mailing Address (if different)	
Executive Director	
Contact Person (if different)	
Contact Email	
Contact Phone Number	
Title of Proposed Program	
Brief Organizational Description (to be used in UWAC materials, not to exceed 4 sentences)	
Amount Requested (max \$22,500)	

Priority area(s) your program will address (please check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Substance abuse prevention/treatment/recovery |
| <input type="checkbox"/> Physical Health | <input type="checkbox"/> Living independent and safe lives |
| <input type="checkbox"/> Dental Health | <input type="checkbox"/> Access to timely and affordable quality healthcare |
| <input type="checkbox"/> Emotional Well-Being | <input type="checkbox"/> Health education, supporting healthy choices |



A. Organizational Overview (not to exceed 2 pages):

1. Brief history of organization (*include current mission and vision*)
2. Significant accomplishments achieved by your organization in past year
3. Significant organizational challenges faced by your organization in the past year
4. Significant changes your organization has experienced in the past year and/or anticipates in the coming year
5. Description of the people served by your organization (*e.g. age, gender, ethnicity, socio-economic status, location, specific needs, etc*)

B. Program Information (not to exceed 3 pages):

1. Brief overview of program(s) for which you are seeking Community Impact Funding (*include a description of the program's goals and how they contribute to UWAC's focus areas*)
2. Evidence that this/these program(s) is/are needed (*highlight trends in needs, cite data sources, include description of who this program will benefit*)
3. Evidence that program(s) do/es not duplicate existing services in Addison County (*describe partnerships/collaborations with similar programs, if they exist, and explain how you'll work to avoid duplication of services*)
4. Program activities (*e.g. the services to be provided, interventions to be put in place, facilities and/or resources to made available*)
5. Timeline for program(s) (*include start and end dates, schedule of activities, etc.*)
6. Intended outcomes of program(s) (*measurable changes to how people live, and behave and/or to systems that impact health*)

C. Evaluation (not to exceed 3 pages)

United Way of Addison County uses Results Based Accountability (RBA) to improve the effectiveness of our work in Addison County and asks that our funded partners use this simple framework for the programs UWAC supports. If you are not familiar with RBA, we suggest visiting raguide.org for an overview. You are also welcome to submit questions in writing to helena@unitedwayaddisoncounty.org.

For questions 1-3 below, describe a) the data you will collect, b) the methodology and measurement tools you will use, and c) a timeline for collection of this data:

1. How much did we do? (*e.g. Number of clients served, number of hours, resources provided, etc*)
2. How well did we do it? (*Evaluation of your program relative to proposed outcomes*)



3. Is anyone better off? (*Measurement of the impact to individuals and the community to quantify the positive outcomes of this program*)
4. Reporting and dissemination of results (*describe when, how, and to whom results will be shared*)

D. Program Budget (not to exceed 250 words, budget table NOT included in page count)

1. How will you sustain the work of this program should UWAC or other funding decrease and/or is no longer available?

Your program budget should reflect the work you've outlined in Section B (Program Info)

UWAC Community Impact Funding Request				
Name of Program #1:				
Inputs to Support Proposed Program	UWAC Grant	Other*	In-Kind**	Total***
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total Requested from UWAC	\$	Total Cost of Program:		\$
Name of Program #2: (if applicable)				
Inputs to Support Proposed Program	UWAC Grant	Other*	In-Kind**	Total***
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total Requested from UWAC	\$	Total Cost of Program:		\$

* Indicate dollar amount from other funding sources for this program

** Indicate value of in-kind donations (time or resources) being used for this program

***Indicate the total cost of each item (UWAC request + Other + In-Kind)



E. Required Supporting Materials (please include a copy of each of the following documents):

- Copy of 501(c)3 IRS Determination Letter
- List of Board of Directors (please indicate Board officers and terms)
- Prior year budget to actual for proposed program(s) - if requesting program support
- Current year organizational budget, include budget to actual
- Most recently available audited (or reviewed) Financial Statement
- Most recently available IRS Form 990
- Current Strategic Plan (if available)
- Signed Funded Partner Agreement



FUNDED PARTNER AGREEMENT

We require that organizations receiving funding from United Way of Addison County adhere to the following agreement.

Brand Guidelines

As a recipient of program funding, we ask for your assistance in acknowledging United Way of Addison County’s financial support in a consistent way that highlights our partnership.

Please credit UWAC in any media or communication specific to the program being funded. This may include brochures, programs, newsletters, news releases, annual reports, educational materials, letterhead, websites, posters, social media, blogs, videos, signage, or other announcements.

We ask that you credit United Way of Addison County by using a logo provided by us and/or credit line “A United Way of Addison County Funded Agency.” Our logo cannot be altered in any way. Our preferred name in print is “United Way of Addison County” (please do not use “the” as part of our name).

For any questions about brand guidelines, please contact Amy Bodette Barr, Development & Marketing Director (amy@unitedwayaddisoncounty.org).

Reporting

Funded partners are required to submit an annual progress report. Details regarding how and where to submit these reports will be emailed to the contact person identified in this application one month before the deadline (exact deadline TBD).

Workplace Campaigns

UWAC’s ability to support your program depends on the success of our annual campaign. We ask our funded partners to welcome UWAC staff and/or volunteers to your agencies every fall to offer your staff the opportunity to support UWAC through payroll deduction.

As an authorized agent of (name of agency): _____

I have read, understand, and accept the terms attached to this application should our request be awarded:

Printed Name: _____ **Title:** _____

Signature: _____ **Date:** _____



APPLICATION CHECKLIST

This checklist is included for your own use. You do not need to return it with your application.

Have you included...

	Cover Sheet
	Organizational Overview (5 questions, not to exceed 2 pages)
	Program Information (6 questions, not to exceed 3 page)
	Evaluation (4 questions, not to exceed 3 pages)
	Budget Information (1 question not to exceed 250 words + budget form)
	Copy of 501(c)3 IRS Determination Letter
	List of Board of Directors (please indicate Board officers and terms)
	Prior year budget to actual for proposed program(s) - if requesting program support
	Current year organizational budget, include budget to actual
	Most recently available audited (or reviewed) Financial Statement
	Most recently available IRS Form 990
	Current Strategic Plan (if available)
	Signed Funded Partner Agreement

Did you...

	Answer all questions in the order listed
	Use the headings provided
	Adhere to page and/or word limitations for each section
	Use standard 1-inch margins and Times New Roman font size 12
	Refrain from including any materials not specifically requested at this time
	Submit your final application as a single PDF document

Deadline reminder:

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