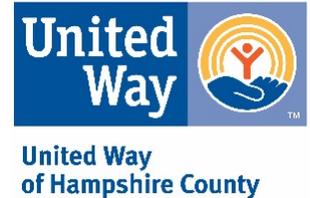


# Request for Proposals: Economic Security Programs

United Way of Hampshire County  
2020 Multi-Year Funding Opportunity



## EXECUTIVE SUMMARY

United Way of Hampshire County (UWHC) engages and inspires the people, employers, and organizations of Hampshire County to give, advocate, and volunteer on behalf of our community. Our vision is that all individuals and families have the tools and resources to reach their full potential.

Our funding sustains and strengthens a network of agencies and their programs addressing the most pressing regional needs in the areas of 1. Economic Security, 2. Health & Safety, and 3. Children, Youth and their Families. Each area is reviewed and funded every three years, and grants are awarded in three year terms.

This request for proposals (RFP) describes UWHC's 2020 grant program focused on economic security.

## Funding Focus Statement

United Way of Hampshire County is committed to improving our community by strengthening the physical, social and emotional well-being of all individuals.



*We recognize that a holistic approach is required to tackle the greatest needs of our community.*

Our goal is to ensure that individuals and communities have the ability and resources to meet their basic needs sustainably and with dignity. We seek to fund a diverse range of programs and initiatives in order to promote economic security through prevention, in addition to crisis response and/or stabilization.

## **FUNDING CONSIDERATIONS**

Hampshire County is diverse and addressing the most pressing needs can be complex. Our goal is to fund the most effective and efficient programs that address these needs, balancing crisis response, prevention and/or stabilization. We consider a diverse range of local programs. Specifically, we look at:

- **Agency and program stability:** We review leadership, finances, rates of success, and potential.
- **Large and small organizations:** We fund all sizes.
- **New and existing organizations:** We are always open to new and innovative programs, though new program will be subject to extra scrutiny.
- **Supporting Hampshire County,** especially the most economically depressed areas (Please note that South Hadley and Granby are not part of the UWHC coverage area).
- **Multi-purpose agencies:** We allow different programs from an agency to submit applications during the same funding cycle.
- **We typically award grants above \$10,000, and are capped at \$45,000 per year.** We do fund below \$10,000 per year, and the higher end is rare. The grant is for three year periods, providing the program meets requirements and performance goals.
- **We will not fund above 30% of a program or agency budget.**
- **We consider applications from multi-agency collaborations.** To be considered, program activities must extend beyond routine cross-referrals and/or networking. While we encourage collaboration, it does not make your program more competitive for funding. Here are guidelines—demonstrate:
  - **One agency as the lead:** responsible for coordination, tracking results, reporting, and financial management.
  - **A plan,** including meaningful and substantive joint programming with clear goals.

### **2020 Funding Timeline**

1. Request for proposals released	December 12, 2019
2. <u>Mandatory</u> information sessions for potential applicants –Attendance at one information session is <u>mandatory</u>	January 8, 2020 & January 9, 2020
3. Letter of intent opens online via e-CImpact	January 13, 2020
4. Letter of intent due	January 24, 2020
5. Application with narrative questions opens online (assuming letter of intent was approved by UWHC)	February 3, 2020
6. Application due	February 28, 2020
7. Program review visits	March 2020
8. Notification of funding decisions	May 2020
9. Contractual documents finalized	June 2020
10. Funding Released (First monthly payment: July 2020 for 3-year grant July 1, 2020-June 30, 2023.)	July 2020

### **Mandatory Grant Information Sessions**

UWHC requires all applicants to attend one of two information sessions prior to submitting a letter of intent. You must attend in order to be eligible to apply. This session will cover information beyond what is included in this request for proposals. You will not be given information on how to apply online using e-CImpact, our new partner database without attending one of these sessions. In determining who will represent your agency at the session, please consider a person/people with knowledge of the particular program you wish to propose, decision-making authority, and direct involvement in the writing of the application.

#### **Dates**

- January 8, 2020 (Wed) from 9am to 11am
- January 9, 2020 (Thu) from 2pm to 4pm

#### **Location**

- Union Station - Blue Goose Room, 125 Pleasant St, Northampton, MA 01060

#### **RSVP by January 3rd, 2020**

- [geoff@uwhamphshire.org](mailto:geoff@uwhamphshire.org)
- Please include the agency name, names of attendees, preferred email address for confirmation, phone number, and preferred session date. Up to three individuals may attend from each agency.

**Cancellation:** If a session needs to be cancelled for any reason, an email will be sent to all attendees with new scheduling information. In case of snow or inclement weather, we will follow the Northampton public school system. If they are closed or, in the case of the morning session on January 8<sup>th</sup>, delayed, the information session for that day is canceled and we will reschedule for a later date.

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## **GENERAL GRANT INFORMATION**

### **Eligibility**

UWHC funds programs that effectively identify community needs and that are designed to achieve measurable results. To be eligible for funding, applicants must meet all of the following criteria:

- **Currently provide substantive services to residents of Hampshire County**, Massachusetts, with the exception of South Hadley and Granby, which are not part of the UWHC coverage area
- **Have a board of directors** that is in compliance with the bylaws of the organization.
- **Be legally incorporated** as a nonprofit charitable agency under section 501(c)(3) of the Internal Revenue Service code or operate under the fiscal sponsorship of a tax-exempt nonprofit agency
- **Practice nondiscrimination** with respect to employment, volunteer participation, and the provision of services on the basis of race, color, creed, ethnicity, religion, national origin, sex, sexual orientation, gender expression, physical or mental disability, age, ancestry, veteran status, or any other class protected by applicable law
- **Hold all applicable local, state, and federal licenses and certifications** to support its programs and operations
- **Comply with all federal and state laws and regulations concerning anti-terrorism activities**
- **Be financially stable** and able to submit a current/recent financial audit or audited financial statement (if large enough to be required by state law to have an audit), as well as an IRS 990 or 990EZ tax form (if required for the agency).
- **Have submitted a Letter of Intent**, approved by UWHC
- **Have attended an information session**
- **Current UWHC partner agencies must be up-to-date and in compliance with UWHC required reporting**
- **Meet spirit and intent of funding focus statement (p.1)**

### **Non-allowable Uses of Funding**

- Capital projects and/or campaigns
  - Debt reduction
  - Academic research
  - Endowments
  - Sectarian or religious purposes
  - Support for candidates for public office or to promote a partisan cause
  - We do not fund government agencies, schools or hospitals
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## **PROGRAM MEASURES**

UWHC is accountable to the community, its donors, volunteers, and board of directors to ensure that funds are used appropriately, that they deliver results, and that they produce the maximum intended benefit for those most in need. Programs must be able to:

1. **Identify and clearly describe the community need** they intend to address.
  - a. Who is your target population?
  - b. What are your program goals?
2. **Describe the program's design in relation to the community need.**
3. **Identify what resources** are needed to make the program design work.
4. **Measure and describe whether or not the program is successfully** having an impact on the community need. Applicants will be required to identify at least three, but no more than five, measures of success for their proposed program (this will be discussed in depth within the required information sessions).
  - a. How many people, from your target population, will be helped by your program?
  - b. How will your program evaluate if those people have actually benefited from your services?

If needed as part of the funding agreement, UWHC will work with funded applicants to establish additional, mutually agreed upon performance targets.

## **REQUIRED APPLICATION MATERIALS**

### **UWHC Forms and Materials**

- Letter of Intent (LOI) – submitted online, via e-CImpact, prior to submission of application
- Application Form, including responses to narrative questions – submitted online, upon LOI approval
- Site Visit Form

### **Agency and Program Documentation**

- List of current board of directors
- Statement of board activity and advisory board activity (if applicable)
- List of agency's key leadership staff
- List of program's key leadership staff or, if unknown, a summary of job descriptions
- Agency budget (for collaborations and fiscal conduits, provide budget for each entity)
- Program budget
- Listing of other sources and amounts of income (confirmed or anticipated)

### **Government and Other Documentation for the Most Recent Year Available**

- IRS Form 990 or 990EZ (If there are special circumstances regarding your agency's tax filing, please contact the UWHC directly about this issue. For collaborations, provide forms from each agency.)
- Audit and/or audited financial statements (For collaborations, provide audits and/or audited financial statements from each agency.)
- Certificate for Solicitation (issued by the Commonwealth of Massachusetts)
- Certifications (if applicable)

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## **PROPOSAL REVIEW & APPROVALS PROCESS**

### **Proposal Review Process**

To ensure accountability and transparency, UWHC has established the following application review and decision-making process:

1. **Review:** Applications will be reviewed by community volunteers with support from UWHC staff. Review Teams will review, assess, and numerically score each submitted proposal.
2. **Recommendations:** Informed by scores from the Grant Review Team, UWHC's Community Investment Committee will make recommendations to the UWHC Board.
3. **Determinations:** Final determinations will be made by UWHC Board of Directors. UWHC's grant application process involves extensive community input, transparency, and due diligence. All decisions made by the UWHC Board of Directors are final.
4. **Notifications:** Notification of decisions will be made in May of 2020.

### **Selection criteria**

- **Funding focus alignment:** Alignment with UWHC funding focus statement (p.1)
- **Identification of community need** and identification of a target population.
- **Attainable program goal** in relation to community need.
- **Compelling program** designed specifically to address the identified community need.
- **Clear assessment of resources** required for the program to be successful.
- **Clear measures of success** that can be used to assess the overall impact on the identified need and target populations.
- **Documentation**, both financial and non-financial, that demonstrates long-term program viability.
- **Budget:** Financially sound and programmatically appropriate.
- **Written for layperson:** Program design, community need, resource assessment and measures of success are explained in such a way that a layperson can understand (e.g., limited use of acronyms).

## Post-grant Requirements

After having been awarded a grant and prior to receiving funds, agencies must:

- **Enter into a Funding Agreement** with UWHC, which stipulates:
  - Program and financial progress reports.
  - Periodic site visits during grant period.
- **Enter into a Partnership Agreement** with UWHC, which stipulates:
  - Participating in capacity-building activities.
  - Recognizing UWHC funding support.
  - Providing clear online program information.

## Continuing Assessment

UWHC will conduct periodic assessments of grant programs. These reviews will require that grantees regularly provide programmatic and financial data, in addition to other considerations. This data will be used to ensure that the program is meeting its measures of success, and that participants are experiencing the intended benefits. Continuation of funding throughout the three-year grant period is contingent upon program performance.

All funded programs must have data-gathering systems in place to enable timely reporting. Reports will be submitted electronically, as determined by UWHC. All grantees are expected to cooperate with assessment activities deemed necessary by UWHC.

Applicants may propose their own evaluation activities but these may not be in lieu of participation in UWHC evaluation activities.

## Contact Information

If you have questions regarding any aspect of this RFP, please contact:

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413-584-3962 ext. 102



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of Hampshire County

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